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ABSTRACT

This detailed written guide of the Valdosta State College Library coordinates the library's collection development policies with specific teaching and research needs of the college. It identifies subject subdivisions supporting the work of the departments, guides daily book selection, and provides guidance in the duplication of materials, location of materials, and acceptance of gifts. Statements contained in the policy are of two types: those that deal with the subject collections, including satellite libraries: and those that deal with specialized areas, predominantly material types. Subject selection policies contain a statement of purpose, a statement of general collection guidelines, and specific subject subdivisions with assigned collecting levels. Specialized areas include the Georgia collection, government documents, microforms, multi-media, newspapers, oral history, rare books, reference, serials, VSC Collection/Archives, and weeding. An index is provided. (RAA)

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VALDOSTA STATE COLLEGE

LIBRARY

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COLLECTION DEVELOPMENT POLICY

Dianne H. Wright, Editor

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Dianne H. Wright

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR008585

March, 1980

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MAY 16 1980

INTRODUCTION

Purpose:
The Collection Development Policy of Valdosta State College Library is a detailed written guide relating the Library's collection to the College's specific teaching and research needs as revealed in the curricula, degree programs, and faculty and student interests. It is intended to coordinate collection development throughout the Library.

The Policy identifies the subject subdivisions which support the work of each department or area and attempts to establish parameters for collecting in each subject subdivision based on a realistic appraisal of course work and degree programs.

The Policy will serve as a guide to daily book selection and will help cope with budgetary problems hampering collection development. It is a careful examination by both teaching faculty and library faculty to determine that the material purchased is appropriate to support the academic programs offered. The Policy provides guidance in duplication, location of materials, and acceptance of gifts.

The faculty and academic departments are responsible for developing the academic programs which the Library supports, and, in conjunction with the library liaisons, for developing viable collections. However, it is the Library's responsibility to meet the information needs of the College community and to maintain balance throughout the entire collection. This policy reflects as much interest and input as possible by the teaching faculty. It represents a cooperative effort between library liaisons and teaching faculty.

Description:
The statements in the Policy are of two types; (1) those which deal with the subject collections, including the satellite libraries, and (2) those dealing with specialized areas. The specialized areas deal mostly with type of material. The subject selection policies contain (1) a statement of purpose which outlines the parameters of the collection and relates it to interests outside the academic department primarily concerned; (2) a statement of general collection guidelines defining such considerations as language, type of material, etc.; (3) specific subject subdivisions with assigned collecting levels.

Procedure:
In December 1977 the Director of the Library appointed three persons from the library to serve on a Collection Development Committee. The Committee's role was to define the collection levels, coordinate the development of the various subject and specialized selection policies, and to edit and supervise typing of the completed document.

Library faculty in their role as liaisons drafted tentative statements for each subject collection. The draft copies were circulated among the library faculty who read each of them prior to a series of library faculty meetings. At these meetings general discussions of goals, ambiguities, and omissions took place. The result was the formulation of clearly defined goals and common guidelines for the entire project, including an outline of ways in which faculty and administrators would be involved.

Following these meetings, on March 9, 1978, a memo from the Director of the Library was sent to all Deans, Directors, and Department Heads explaining the project and soliciting the cooperation and input from all levels of the administration and faculty.

The library liaisons then distributed the revised drafts to the academic department primarily concerned. In a series of meetings over the next eighteen months department heads and library coordinators revised the contents of the draft copies and assigned collecting levels. Input was solicited from every member of the teaching faculty. The specialized policy statements and general guidelines were written by library faculty members with relevant expertise in the various kinds and types of materials. In many instances, the specialized policies and general guidelines record in writing policies already in practice which needed to be incorporated into this formalized _Policy_.

This _Policy_ will be revised by the Collection Development Committee as the College's needs and objectives change.

Interpretation:

A complete copy of this _Policy_ will be available on Reserve in the Library, and in the offices of Deans, Directors, and Department Heads.

Other statements and written policies in the Library supplement and relate to statements throughout this _Policy_. Copies of these are available for examination upon request.

For assistance in interpretation of this _Policy_, please contact the library liaison for your department.

Acknowledgments:

The Collection Development Committee wishes to thank the library faculty members serving as library liaisons, and members of the administration and teaching faculty who spent many long hours writing and revising the separate sections which make up this _Policy_. The Committee also acknowledges the University of Texas at Austin who, in a Collection Development Policy published in 1976, provided the framework for development of this _Policy_. Comments on the structure and contents of this _Policy_ and suggestions for its improvement may be submitted to the Committee. Members of the Committee are:

Dianne Wright, Chairman
Betty Greenhaw
Maxine Gillespie *

* Mrs. Gillespie left the library in December 1979 and was replaced on the Committee by Betty Paulk who assisted in final editing and preparation of this document.

VSC LIBRARY

NUMBER 1

DATE March 19, 1980

SUBJECT: GENERAL GUIDELINES

1. Departmental library budgets are allocated according to a formula based on several factors affecting library use.

2. Orders for all materials ordered from departmental library budgets must be signed by the department head or the library coordinator designated to assume such duties.

3. Each department has a library liaison on the library faculty who receives all orders and assists the department in all aspects of library use and collection development.

4. The library will maintain a subscription to Choice Reviews-on-Cards. These are separated by academic department and sent to department heads or library coordinators to assist in acquiring recent material which has been chosen according to certain criteria.

5. All faculty members within each department are to be encouraged to participate in selecting library materials for purchase.

6. The library will purchase paperback books only when the book is unavailable in hardcover.

7. Emphasis is generally on the text, not on edition or format. Although an original edition may occasionally be required, commercial reprints, xerographic copies, and microforms are usually just as satisfactory and less expensive.

8. Duplication of materials is discouraged in favor of acquisition of more individual titles. When duplication is necessary the request should be accompanied by written justification.

9. The library will purchase two copies of all Georgia material. One copy will be shelved in Special Collections; the other copy will be part of the circulating collection.

10. Textbooks at the college level may be purchased although no effort will be made to secure those textbooks adopted for courses at Valdosta State College.

11. Replacement of lost or mutilated books is made at the discretion of the Head of Technical Services with advice from faculty members in the appropriate area.

12. When requested, out-of-print material is listed with the Library Bookseller and is purchased when the price is considered reasonable.

13. When theses or dissertations are purchased, microforms will generally be preferred over photocopies except when intensive use, such as a class reading assignment, is anticipated.

14. When new material is ready for use the faculty member who requested the material is notified.

15. The library accepts as gifts any library materials which contribute to library service at Valdosta State College. Materials not added to the collection will be returned to the donor or disposed of as the library chooses.

16. Serials and annuals are placed on a standing order basis whenever possible.

17. Serials may be cancelled at the request of the department paying for the serial by completing a "Request For Cancellation." A copy of the cancellation request will be sent to the person who originally requested the subscription if it is not the same as the person who approves cancellation.

18. Cancelled titles will not be reinstated within five years unless the department requesting reinstatement agrees to pay for all missing issues.

19. Periodical backfiles in microform will be given preference over reprints in hard copy, although short gaps in a set or serial may be better filled by hard copy.

20. Support of faculty research beyond the academic level or outside the realm of teaching assignments comes from funds designated in the library budget as research funds. Support is determined according to guidelines for these funds.

21. Questions concerning controversial material should be submitted to the Director of the Library in writing. If necessary they will then be submitted to the Committee on Library Affairs.

22. All materials purchased with library funds will be processed and become a part of the regular library collection.

VSC LIBRARY

NUMBER 2

DATE March 18, 1980

SUBJECT: COLLECTION LEVELS

A. Minimal Level: Indicates that only highly selective purchases in support of non-credit courses, general interest, and specific research needs will be made.

B. Lower Undergraduate Level: Indicates that selected standard and current works in the English language will be acquired in support of the courses in the CORE curriculum and in subjects in which no major is offered. This level will include reference works presenting a survey of the subject in broad outline, and current subscriptions of basic journals. Retrospective purchasing of all materials will be highly selective.

C. Upper Undergraduate Level: Indicates that retrospective and current standard works, mostly in the English language, will be acquired to support those subjects offering undergraduate majors or extensive course work at the upper division level. This level includes the purchase of subject reference works and backfiles of journals and current subscriptions of subject journals.

D. Research Level: Indicates that significant current primary and secondary sources in the support of graduate study and faculty research in support of the curriculum will be acquired as broadly as possible. Retrospective purchasing relevant to these areas will be approved.

E. Exhaustive Level: Indicates that all relevant published material in most editions will be acquired; manuscripts, retrospective works, and other supporting non-book materials are acquired extensively as the budget permits. Few areas other that Georgia materials will be collected at this level.

ARTS AND SCIENCES

NUMBER 3

DATE March 12, 1980

SUBJECT: BIOLOGICAL SCIENCES

Purpose: The major purpose is to support the present and anticipated needs of the teaching program leading to a B.S. degree in biology and the two year pre-professional programs in pharmacy and medical technology. Since there is not a graduate degree program in biology, minimum emphasis will be placed on advanced research oriented materials. While primary interest in this area is centered in the Biology Department, all other departments have an interest in this area due to the CORE curriculum requirements. The School of Education has a specific interest in that a B.S. in Education with a major teaching subject concentration in biology and a M.Ed. with biology as an area of specialization are offered. The Chemistry Department and the Division of Nursing also have a specific interest due to the biology course requirements essential to the degree program in these departments. The Psychology Department has an interest in the material in this collection which deals with animal behavior.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works published in other languages will ordinarily be purchased in English translation only. Works published in French, German, or Spanish may be purchased in the original language when no translation is available.

b. Chronological Guidelines: Current publications are of primary importance except in the case of purely descriptive works of flora and fauna.

c. Geographical Guidelines: Major emphasis is in North America with specific interest in the Southeastern region.

d. Treatment of Subject: Upper division textbooks will be purchased on a selective basis. Lower division texts and laboratory manuals will not ordinarily be purchased. Expendable material will not be purchased.

e. Types of Material: Materials acquired will include books, periodicals, monographic series, government publications, audio-visual materials and reference materials including abstracting and indexing services, guides to the literature, directories, handbooks, bibliographies, encyclopedias, dictionaries, proceedings/transactions of conferences/congresses/symposia, and data collections.

f. Date of Publication: Emphasis will be on materials published within the last ten years. With respect to retrospective materials, no preference will be given to original printings over reprints and microforms.

g. Other General Considerations: The United States Government Documents Collection will provide additional sources for biology majors. The Instructional Materials Center provides additional resources for those students receiving a secondary education degree with teaching subject concentration in biology.

Observation and Qualifications by Subject Subdivisions:	Collecting Level
Biology: Includes cell and molecular biology, genetics, marine biology, environmental biology, ecology, population biology, radiation biology, evolution, biophysics, membrane biology, cytology.	C
Botany: Includes taxonomy, morphology, physiology, genetics.	C
Microbiology: Includes immunology, virology, microbial genetics, host-parasite biology.	C
Zoology: Includes animal behavior, neurosciences, parasitology, developmental biology, animal taxonomy, physiology, genetics.	C

VSC LIBRARY

NUMBER 4

DATE March 18, 1980

SUBJECT: CHEMISTRY

Purpose: To support present and anticipated needs of the teaching program leading to the B.S. degree with a major in chemistry. Since there is neither a professional degree nor a graduate degree in chemistry, minimum emphasis will be placed on advanced research materials. While primary interest in this collection is centered in the Chemistry Department, all other departments have an interest in this area due to the CORE curriculum requirements. The School of Education, in particular, has a specific interest in that a B.S. in Education with a major teaching subject concentration in chemistry and an M.Ed. with chemistry as an area of specialization are offered. The Biology Department also has a specific interest due to senior program curriculum requirements for biology majors.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works published in French, German or Russian will be purchased in the English translation when available. Works published in other languages will ordinarily be purchased only when an English translation is available.

b. Chronological Guidelines: Current publications are of primary importance.

c. Geographical Guidelines: No restrictions; materials are selected for scientific importance.

d. Treatment of Subject: Textbooks at the college level will be purchased. Lab manuals will not ordinarily be purchased. Popular level materials and expendable material will not be purchased.

e. Types of Material: Materials acquired will include books, periodicals, monographic series, government publications, audio-visual materials, and reference materials including abstracting and indexing services, guides to the literature, directories, handbooks, spectral data, bibliographies, encyclopedias, dictionaries, compendia, treatises, proceedings/transactions of conferences/congresses/symposia, and data collections.

f. Date of Publication: Emphasis will be on the most current publications and those of the past ten years. No preference will be given to original editions over reprints. Microforms will be acquired when the original publication or reprints are either unavailable or too expensive.

g. Other Considerations: The U.S. Government Documents Collection will provide additional sources for chemistry majors.

The Instructional Materials Center provides limited resources for those students receiving a secondary education degree in chemistry.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Analytical: Classical qualitative and quantitative methods.	C
Biochemistry: Includes biochemical methods and interactions.	C
General: In support of the basic chemistry courses.	B
Inorganic: Chemistry of the elements and their compounds.	C
Organic: Includes synthetic methods and laboratory techniques.	C
Physical: Fundamental theories and laws of chemistry and the application of the concepts and laws of physics to chemical phenomena.	C
Nucleonics: Study of nucleons and all phenomena of the atomic nucleus.	C

VSC LIBRARY

NUMBER 5

DATE March 19, 1980

SUBJECT: ENGLISH

Purpose: To support current and anticipated teaching and research in English through the M.A. level. This collection also supports the B.A. and M.Ed. degrees for secondary teachers with specialization in English. This collection will include the following areas: General literature, theory, criticism, methods of teaching, writing, linguistics, and journalism. While primary interest is centered in the English Department and the Department of Educational Administration, Supervision, and Secondary Education, students and faculty in the entire college have specific interests in this area as part of the CORE curriculum requirements.

General Collection Guidelines:

a. Languages: English will be the primary language. Other languages, especially for critical and historical treatments, may be acquired in English translation. Translations of literature in English into other languages may be selectively purchased.

b. Chronological Guidelines: All literatures are studied from their beginnings to the present time; emphasis on specific periods may vary from one literature to another.

c. Geographical Guidelines: Literatures from the English speaking world will be collected. All other literatures to be studied will be purchased in the English translation.

d. Treatment of Subject: Historical and critical treatments of the literature considered will be purchased at the same level as the literatures themselves. Biographies of all major writers, critics and bibliographers will be sought; in addition, biographies of lesser figures will be obtained according to emphasis in chronology or geography. All categories--poetry, fiction, drama, prose--will be collected for each period discussed. Stylistic handbooks will be acquired selectively as will guides to the marketing of literary production. Textbooks intended for use by students in elementary and secondary schools, which would be used by English education students, are purchased for the Instructional Materials Center. The selection policy for IMC may be found elsewhere in this document.

Popular treatments of literary subjects, e.g. a non-scholarly history of American fiction, will normally not be acquired. However, creative works will be acquired on a broad basis, again with variations as dictated by geographical and chronological considerations. Anthologies and readers will be acquired only when they do not duplicate material already in the library; rhetoric handbooks intended for undergraduate instruction will not be purchased.

e. Types of Material: Monographs and periodicals form the nucleus for collection. Dissertations and theses which have been commercially published will be acquired on a selective basis as specific faculty and student interest dictates. Bibliographies will generally be widely purchased; bibliographies and concordances of individual writers will be acquired, as will literary criticisms. Most relevant non-book materials will be considered; e.g. LEL in ultra fiche, films and cassettes. Materials of an expendable nature will not be purchased by the library.

f. Date of Publication: Books published during any period will be acquired, though materials published prior to the late nineteenth century will generally be purchased in reprint or microform reproduction, as dictated by price, availability and convenience to users. Journals will be acquired in reprint, or microform as dictated by availability and cost. Current periodicals of a creative character and current fiction are acquired selectively.

g. Other General Considerations: Students of literature in English will be interested in history and criticism of the theater, a subject also treated in the Speech and Drama selection policy. Most foreign literatures are included in the Modern Foreign Language selection policy. Linguistics is a major subject subdivision in the ERIC collection of research reports on microfiche, a file obtained by the library on a continuing-subscription basis. An index to this collection, Resources in Education, is available in the library. Guidelines for development of linguistics of foreign languages may be found in the Modern Foreign Languages selection policy.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
World Literature:	B
Biblical Literature:	D
English Literature:	D
American Literature:	D
Literary Theory and Criticism:	D

English Education:	D
Composition and Rhetoric:	B
Journalism:	C
Film:	C
Linguistics:	C

VSC LIBRARY

NUMBER 6

DATE February 22, 1980

SUBJECT: GEOLOGICAL SCIENCES AND GEOGRAPHY

Purpose: The major purpose is to support the undergraduate course offerings in the Department of Geology and Geography. Since there is not a degree program offered in geology, minimum emphasis will be placed on advanced research oriented materials. While primary interest in this area is centered in the Department of Geology and Geography, all other departments have a specific interest in this area due to the CORE curriculum requirements.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works published in French, German, Italian, Spanish and Portuguese will ordinarily be purchased in the English translation.

b. Chronological Guidelines: Generally there are no limitations; all geologic periods are of interest.

c. Geographical Guidelines: Emphasis is on the Western Hemisphere with special concern for the Southeastern section of the United States.

d. Treatment of Subject: Textbooks at the college level may be purchased.

e. Types of Material: Acquisitions will be primarily in the form of books, periodicals, monographic series, government publications, audio-visual materials, atlases, gazetteers, maps, and reference materials including abstracting and indexing services, guides to the literature, directories, handbooks, bibliographies, encyclopedias, dictionaries, proceedings/transactions of conferences/congresses, symposia, and data collections. Expendable materials will not be purchased.

f. Date of Publication: Emphasis will be on materials published within the last ten years. With respect to retrospective materials, no preference will be given to original printings over reprints and microforms.

g. Other General Considerations: The United States Government Documents Collection will provide additional sources for geology and geography students.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Paleontology: Includes vertebrate and invertebrate paleontology and microfossils.	C
Stratigraphy: Interrelationships of stratigraphy, sedimentation and paleogeography.	C
Structural Geology and Geotectonics: Includes the study of the structural features of the rocks and the study of tectonic plate motion.	C
Mineralogy: Includes classical and X-ray crystallography, classification and identification of rock forming minerals.	C
Oceanography: The physical, chemical, geological and biological characteristics of the ocean.	C
Economic Geology: Nature, origin and importance of ore deposits, metal and fuel deposits-petroleum, coal and atomic fuel.	C
Environmental: Includes land use planning, resource management, waste disposal, conservation, energy plant sights, under and above ground construction, urban development, etc.	C
Meteorology and Climatology: Includes the study of the properties and dynamics of air masses, systems of climatic classification and the global distribution of climates.	C
Geophysics: Structure, make-up and development of the earth.	C
Petrology: Includes the study of the elements of rock classification and properties of igneous, metamorphic and sedimentary rocks.	C
Geography: Physical and social factors in man's physical environment.	C

VSC LIBRARY

NUMBER 7

DATE March 13, 1980

SUBJECT: HISTORY

Purpose: To support teaching and research through the M.A. level in history. This collection also supports the B.A. in history with teacher certification, and the M.Ed. degree with teaching subject concentration in history. History is also an integral part of the CORE curriculum; hence there is a specific interest in this area by students and faculty in all schools and divisions.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works published in other languages will ordinarily be purchased in English translation only. Works published in French or German may be purchased in the original language when no English translation is available.

b. Chronological Guidelines: As specified under subject subdivisions.

c. Geographical Guidelines: As specified under subject subdivisions.

d. Treatment of Subject: Juvenile materials will not be purchased. While college level textbooks will not ordinarily be purchased, professors may donate copies of current textbooks.

e. Types of Material: Most materials acquired will be in the form of books and periodicals. Reference materials such as historical encyclopedias, dictionaries, atlases, bibliographies, handbooks, etc. will be purchased. Microform will provide primary source material that is unavailable or too expensive in hardcopy. Such items include dispatches, and backfiles of newspapers and periodicals.

f. Date of Publication: Emphasis will be on current books. To fill in gaps in standard historical works reprints will be used as much as possible.

g. Other General Considerations: The United States Government Documents Collection provides additional resources for the history student. Materials for the social science education courses are available in the Instructional Materials Center.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Ancient History:	B
Medievel and Renaissance History: Includes western Europe, Russia, and eastern Europe.	B
Modern Europe	
France:	C
Russia:	B
Germany:	C
Great Britain	
Pre-1660:	B
1660 to present:	C
British Empire and Commonwealth:	C
North America	
Canada:	B
United States:	
Colonial Period:	C
General 19th and 20th Centuries:	C
The South:	D
Georgia:	E
Latin America	
Conquest through Independence:	C
19th and 20th Centuries:	C
Afro-American History:	C
Asia:	C

VSC LIBRARY

NUMBER 8

DATE February 1, 1980

SUBJECT: MATHEMATICS AND COMPUTER SCIENCE

Purpose: To support present and anticipated teaching and student research through the B.A. or B.S. level in Mathematics and the M.Ed. with a teaching subject concentration in Mathematics. This collection also supports the courses in Computer Science which are taught in the Math Department. Students and faculty in other departments have an interest in this area because of CORE curriculum requirements. Researchers and others are interested in publications in computer science, programming, and statistics.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. French and German will be purchased selectively.

b. Chronological Guidelines: Primarily the last ten years.

c. Geographical Guidelines: Primarily the United States, including foreign publishers operating in the United States.

d. Treatment of Subject: Upper and lower level textbooks, references, and general reading.

e. Types of Material: Books, films, cassettes, journals, and proceedings.

f. Date of Publication: After 1945 (rarely before 1945).

g. Other General Considerations: Well-known and often quoted "classical" math books will be purchased.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Algebra:	D
Analysis:	D
Applied Mathematics:	D
Computer Sciences:	D
General Mathematics:	C

Geometry:	D
History of Mathematics:	C
Logic & Foundation:	D
Mathematics Education:	D
Probability and Statistics:	D
Operations Research:	D
Topology:	D

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VSC LIBRARY

NUMBER 9

DATE March 18, 1980

SUBJECT: MODERN FOREIGN LANGUAGES

Purpose: To support present and anticipated teaching and research through the level of the B.A. degree. There is a specific interest in this collection by the faculty and students of the School of Education because of teacher certification in the areas of French, German, and Spanish. Other faculty and students have an interest in this collection as an elective in the CORE curriculum, and as requirements for certain majors in the School of Arts and Sciences.

General Collection Guidelines:

a. Language: The primary languages will be French, German, Spanish, and Russian. Latin, Greek, Portuguese, and Italian will be acquired selectively.

b. Chronological Guidelines: From origins to the present.

c. Geographic Guidelines: Those areas which have a related language, literature, and culture.

d. Treatment of Subject: Special author collections, literary criticism, biography, history, culture, and civilization will form the bulk of the collection. Grammar, composition, phonetics, and children's literature will be acquired selectively. Textbooks below the college level and other materials for use by the students are included in the collection statement of the Instructional Materials Center. The guidelines for collecting those materials are included in the IMC selection policy. Additional materials for student use may be purchased from the Modern Foreign Language Department allocation but are to be housed in the IMC. Textbooks at the college level may be purchased.

e. Types of Material: Most acquisitions will be in the form of books. Periodicals, audio-visual, and other non-book materials will be purchased. Reference works, anthologies, proceedings of conferences, etc., and finely illustrated items will be acquired. Theses and dissertations will not ordinarily be purchased.

f. Date of Publication: Latest editions will be ordered unless a specific edition is of great importance. New editions of works already in the collection will not be ordered unless significant changes are evident. Microform reproductions, especially of periodicals, will be acquired when originals or reprints are not available, or are too expensive.

g. Other General Considerations: The permanent collection may be supplemented with exhibits on loan from organizations or individuals.

Observations and Qualifications by Subject Subdivision:	Collecting Level
French Language	
Fundamentals of Grammar:	B
Reading, Translation, and Grammar Problems:	B
Phonetics and Advanced Conversation:	C
Composition and Advanced Grammar:	C
History of the Language:	C
Translation, English to French:	C
French Culture and Civilization: Readings from origins to the present.	B
French Literature	
Genres:	C
Origins to 1700:	C
Medieval Literature in Modern French:	C
Renaissance Literature in Modern French:	C
Classicism:	C
Enlightenment:	C
18th Century and 19th Century Romanticism:	C
19th Century Realism and Naturalism:	C
19th Century Trends:	C
Twentieth Century Literature:	C

German Language	
Conversation:	B
Grammar:	B
Advanced Conversation:	C
Advanced Grammar:	C
Translation:	C
German Culture: Includes history, geography, art, philosophy, music, and scientific achievement. Correspondence techniques and cultural differences are included.	C
German Literature	
Fairy Tales:	B
German and American Humor:	B
Ballads and Folksongs:	B
Authors of the 17th, 18th, and 19th Centuries:	C
Contemporary German Literature:	C
Poetry:	C
Prose:	C
Drama:	C
Spanish Language: Includes grammar and composition.	B
Spanish Civilization and Culture: Including Spanish and Spanish-American conversation.	B
Spanish Literature: Includes drama, poetry, and the novel. All periods from 1700 to present including the Golden Age.	C
Spanish-American Literature: Origins to present times.	C
Russian Language	
Cultural Context:	B

Contemporary Conversation and Translation:	B
Science Familiarization:	B
Music Familiarization:	B
Linguistic Familiarization:	B
Russian Literature in English Translation: Includes nineteenth century, modern Russia, and modern Soviet Union.	B
Modern Foreign Languages, Special Topics	
Latin:	A
Greek:	A
Portuguese:	A
Italian:	A
Foreign Language Education: Includes methods and problems.	C
Linguistics: Descriptive surveys of French, German, Russian, and Spanish.	B
Contemporary Culture of the Soviet Union:	B

VSC LIBRARY

NUMBER 10

DATE February 20, 1980

SUBJECT: PHILOSOPHY

Purpose: To support present and anticipated teaching and research through the M.B.A. level in Philosophy. Many disciplines have an interest in philosophy; from the ancient, the medieval, to the modern. All courses serve as complementary electives to other major programs.

General Collection Guidelines:

a. Language: The primary language of the collection will be English. English translations of works published in foreign languages will be acquired. The original foreign language publication, if not available in English translation, may be acquired selectively.

b. Chronological Guidelines: From origins to the present.

c. Geographical Guidelines: Primary emphasis will be on the works of Western philosophy. Non-Western works will be acquired selectively.

d. Treatment of Subject: Biographies of philosophers will be collected selectively. History of philosophy and works concerning philosophical problems will be collected extensively.

e. Type of Material: Most acquisitions will be in the form of books. Periodicals, audio-visual, and other non-book materials will be purchased. Indexes, abstracts, proceedings of congresses, etc., encyclopedias and dictionaries, reports of philosophical institutes, Bible concordances and commentaries, modern Bible texts, atlases, directories, yearbooks, etc., will be collected selectively.

f. Date of Publication: Latest editions will be ordered unless a specific edition is of great importance. New editions of works already in the collection will not be ordered unless there are significant changes, or multiple copies are required. Microform reproductions will be acquired when originals or reprints are not available, or are too expensive. Emphasis will be on materials published in the last decade.

Observations and Qualifications by Subject Subdivision:	Collecting Level
History of Philosophy:	C
Ethics:	C
Social and Political Philosophy:	C
Philosophy of Mind:	C
Philosophy of Science:	C
Philosophy of Logic:	C
Philosophy of Religion:	C
Religious Studies:	C
American Philosophy:	C
Philosophy of Art:	C
Modern Philosophy:	C

VSC LIBRARY

NUMBER 11

DATE March 18, 1980

SUBJECT: PHYSICS AND ASTRONOMY*

Purpose: To support present and anticipated teaching and student research through the B.A. level in Physics and Astronomy. Graduate courses taught in physics are a part of the requirements for certification for the M.Ed. degree with a teaching subject concentration in physics. All other departments, schools, and divisions have interest in this area as a part of the CORE curriculum requirements.

General Collection Guidelines:

a. Language: English is the primary language. Materials published in German, French, Russian, and other European and non-European languages will be purchased in English translation whenever possible. Translations in English are preferred over the original and obtained when available.

b. Chronological Guidelines: Interest is primarily in the twentieth century.

c. Geographical Guidelines: Inapplicable.

d. Treatment of Subject: Textbooks below the college level will not usually be purchased. Lower division textbooks will be purchased selectively; upper division textbooks will be acquired more broadly.

e. Types of Material: Materials purchased will be primarily in the form of monographs and periodicals, but will also include atlases, catalogs (e.g. of stars, galaxies, radio-sources, etc.), dictionaries, directories, proceedings/transactions of conferences, encyclopedias, government documents and technical reports. Dissertations and thesis from other institutions will be acquired very selectively.

f. Date of Publication: Primarily the past ten years though some earlier publications may be sought. Dissertations and out-of-print works may be acquired by buying reprints, microforms, or original printings, as dictated by price, availability, and convenience to users.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Mathematical Physics: Includes classical and quantum mechanics, relativity and gravitation, statistical mechanics and thermodynamics.	D**
Electromagnetism and Optics: Includes quantum optics, lasers.	D**
Elementary Particle Physics: Includes quantum field theory.	D**
Nuclear Physics:	C
Atomic and Molecular Physics:	D**
Gases, Fluid Dynamics and Plasmas:	D
Solid State Physics: Includes structure, thermal, mechanical, electrical, magnetic and optical properties. Crystallography is of interest to Physics and Chemistry.	C
Positional Astronomy and Celestial Mechanics: Includes astronomical constants, time, rotation of the earth, latitude determination, polar motion, geodetic astronomy, navigation.	C
Space Research: Includes extraterrestrial research, lunar planetary probes, etc.	C
Theoretical Astrophysics: Includes gravitational instability; neutrino astronomy; x-ray and gamma-ray astronomy; stellar atmospheres, envelopes, structure, evolution, and nucleosynthesis; relativistic astro-physics; etc.	D**
Solar System: Includes sun (solar photosphere and chromosphere, sunspots, solar wind, solar cosmic and radio radiation, solar eclipses, solar rotation, etc.) and the planetary system (the planets, comets, meteors and meteorites, interplanetary matter, etc.)	C
Stars: Includes stellar parallaxes, magnitudes, colors, temperatures, masses, magnetic fields, and rotation; binary and variable stars; novae and super-novae; low-luminosity stars; etc.	D**
Interstellar Matter, Gaseous Nebulae, Planetary Nebulae:	C

Radio Sources, Quasars, Pulsars, X-ray, and Gamma-ray Sources, Cosmic Radiation:	C
Stellar Systems: Includes kinematics and dynamics of stellar systems, stellar associations, galactic and globular cluster, galactic magnetic field and radio radiation, single and multiple galaxies, magellanic clouds, intergalactic matter, cosmology, etc.	D**
Physical Science:	B

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* To include Physical Science.

** These areas will be collected at the D level very selectively.

NUMBER 12

DATE January 30, 1980

SUBJECT: POLITICAL SCIENCE

Purpose: Library materials for the Political Science Department should be selected primarily to support the B.A. program but additional consideration must be given to materials for the graduate courses in public administration, international politics and political theory. The primary interest in this area resides in the Political Science Department, but as an integral part of the CORE curriculum students and faculty from all schools and divisions have an interest in this area. Since the Political Science Department awards a departmental certificate in court administration which requires courses in criminal justice and public administration, there is an interrelationship with the Sociology Department and School of Business Administration in this area as well as other areas. History and Political Science share common interests in areas such as government and foreign policy. The Political Science Department also offers the B.A. with teacher certification.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Basic works in French, German or Russian will be purchased in the original language when no translation is available.

b. Chronological Guidelines: Currency is emphasized, but major theoretical and historical works are purchased, regardless of the period in which they were written.

c. Geographical Guidelines: Major emphasis is on the United States and Western Europe including the Soviet Union. Materials concerning politics of Southeast Asia will be collected.

d. Treatment of Subject: Textbooks will not usually be purchased. Works of a popular nature in this area may be selectively purchased.

e. Types of Materials: Most material acquired will be in the form of relevant books and periodicals. Microform should provide primary source material that is either unavailable or too expensive in other forms.

f. Date of Publication: Emphasis will be on current works, with non-current materials selectively purchased. In selecting non-current materials no preference will be given to original printing or editions over reprints.

g. Other General Considerations: The resources of the law library at the Central Avenue Branch of the South Georgia Regional Library are used to supplement the library's holding for the legal research courses. The United States Government Documents collection provides additional resources for students of Political Science.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Comparative Politics: Presently emphasis is on Western and Eastern Europe.	C
Public Administration: Includes public policy courses.	C
Public Law: Legal research courses and constitutional law are included.	C
American Government and Politics: Includes local and state government as well as national; political parties and political process.	C
International Politics and Foreign Policy.	C
Political Theory: This covers empirical political theories, American political theory, and modern political ideologies.	C

NUMBER 13

DATE February 27, 1980

SUBJECT: SOCIOLOGY AND ANTHROPOLOGY

Purpose: To support teaching and research through the B.A. in Sociology, Anthropology, Criminology, Social Services, and Social Research; and the B.S. in Criminal Justice; as well as academic M.S. programs in Sociology, Social Services, and Criminal Justice; and professional M.S. programs (dual concentration) with any combination of Sociology, Anthropology, Social Services, Criminal Justice, Business Management, or Social Gerontology; and Marriage and Family Counseling. Students and faculty in all departments of the college have an interest in this area because of requirements in the CORE curriculum.

General Collection Guidelines:

a. Language: The primary language of the collection will be English. English translations of works published in foreign languages will be acquired. The original foreign language publication, if not available in English translation, may be acquired selectively. The original texts of major foreign sociologists will be acquired selectively.

b. Chronological Guidelines: From prehistory to the present for Anthropology. For other subjects the primary interest will be on the twentieth century, especially contemporary conditions.

c. Geographical Guidelines: Primary emphasis will be on the United States. Relevant works of other countries will be acquired.

d. Treatment of Subject: Research in contemporary sociology, sociological theories, and research methods will be acquired. Biographies and autobiographies of sociologists and social leaders will be acquired selectively. Textbooks may be purchased.

e. Type of Material: Most acquisitions will be in the form of books and periodicals. Audio-visual, and other nonbook materials will be purchased. Indexes, abstracts, proceedings of congresses, etc., and reports of private, quasi-public, and governmental agencies will be acquired extensively, as will statistical material, and relevant documents at international, national, state, and local levels. Thesis and dissertations will be ordered selectively.

f. Date of Publication: Latest editions will be ordered unless a specific edition is of great importance. New editions of works already in the collection will not be ordered unless there are significant changes, or multiple copies are required. Microform reproductions will be acquired when originals or reprints are not available, or are too expensive. Emphasis will be on materials published in the last decade.

g. Other General Considerations: There are many interdisciplinary academic and professional programs within this department, requiring cooperation with the Department of Political Science; the Department of Psychology, Counseling, and Guidance; and the Department of Management. The South Eastern Reporter, the microfiche collections of Congressional Information Service and the Educational Research Information Service, and the documents collection (including laws, statutes, etc. of the United States and Georgia, and regulations of governmental agencies) provide additional sources for users of this collection.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Anthropology:	D
Business Management:	D
Criminal Justice:	D
Criminology:	D
Marriage and Family Counseling:	D
Social Gerontology:	D
Social Research:	D
Social Services:	D
Sociological Theory:	D
Sociology:	D

BUSINESS

VSC LIBRARY

NUMBER 14

DATE March 18, 1980

SUBJECT: ACCOUNTING

Purpose: To support present and anticipated teaching and student research through the master's level in accounting. Since the M.B.A. in accounting is a no thesis graduate program minimum emphasis will be placed on advanced research oriented materials. Primary interest in this collection rests in the Accounting and Finance Department. Faculty and students in other departments within the School of Business are also interested in one or more areas of accounting.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works published in other languages will be purchased in English translation when available. Works not available in English translation will be purchased very selectively.

b. Chronological Guidelines: Major emphasis will be on developments of the last decade.

c. Geographical Guidelines: Emphasis will be on systems and developments within the United States.

d. Treatment of Subject: Primary and secondary sources of information on state and federal legislation relating to accounting and the accountant's role will be collected. Histories of the evolution of accounting thought will be purchased. Popular works and upper level textbooks will generally be purchased.

e. Types of Material: Most materials acquired will be in the form of books and periodicals. These will include indexes, encyclopedias, dictionaries, atlases, directories, proceedings of conferences and congresses, transactions and reports of societies. Also included will be the text of the United States and Georgia laws relating to accounting and taxation, and representative accounting problems and solutions. Microform reproductions will be purchased for backfiles of journals when available, or when hard-copy is prohibitively expensive. Tapes, kits, and other audio-visual materials may be purchased when justifiable as to price, usage, and appropriateness.

COLLECTION DEVELOPMENT

f. Date of Publication: Current publications are emphasized with selective purchases of non-current materials. No preference will be given to original printings or editions over reprints.

g. Other General Considerations: Loose-leaf services on federal taxes are subscribed to and kept up-to-date. Continuity of these services should be a prime consideration in initiating new services or in making changes in services currently received. The United States Documents Collection and the Congressional Information Service microfiche collection and indexes, Georgia Laws, Rules and Regulations of the State of Georgia, and Georgia Code Annotated provide the text and commentary of primary sources for Accounting students and faculty. Publications of the American Institute of Certified Public Accountants, especially those relating to the CPA exam will be purchased.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Accounting Systems and Theory: Evolution of accounting thought and current accounting thought as it relates to the fundamentals of accounting system design for business records and reporting; includes commercially available electronic computing systems.	C
Advanced Accounting and Legislation: Includes special accounting statements and situations; state and federal legislation affecting the accountant's role in information systems.	D
Auditing: Includes professional ethics and liability; auditing standards, procedures and programs; and electronic information systems. Also, management services and the professional accounting practice.	D
Financial Accounting: Includes the role of accounting in financial planning, product costing, and the reporting of business income.	D
General Principles of Accounting: Includes introduction to accounting theory, procedures, and practice.	D
Management Accounting: Includes the use of accounting in planning and decision making through preparation of budgets, cost analysis, long-range planning, etc.	D

Profit Planning and Control: Includes various aspects of cost determination, performances measurement, duties and responsibilities of the controller, and use of accounting methods in the establishment of administrative policies. D

Taxation: Includes tax laws and their evolution; income tax regulations, reporting, and accounting for individuals, estates, corporations, and trusts. Works on taxation practice are collected. Tax services will be purchased selectively but completely. D

VSC LIBRARY

NUMBER 15

DATE February 20, 1980

SUBJECT: ECONOMICS

Purpose: To support present and anticipated teaching and research through the M.B.A. level in Economics. Primary interest in this collection resides in the Department of Economics with related interest in other departments within the School of Business. All departments share an interest in Economics as an elective in the CORE curriculum.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works published in other languages will be purchased in English translation when translations are available.

b. Chronological Guidelines: Emphasis will be on the 20th century and secondarily on the 18th and 19th centuries. Materials on earlier economic conditions will be purchased selectively.

c. Geographical Guidelines: Major emphasis will be on the United States and Europe. Works on economics in other countries, especially those on developing nations, will be collected selectively.

d. Treatment of Subject: Textbooks at the college level will be purchased. Popular works will be purchased selectively. All publications of the National Bureau of Economic Research are purchased.

e. Types of Material: Most materials acquired will be in the form of books and periodicals and will include; in addition to monographs and serial publications; encyclopedias, dictionaries, atlases, directories, proceedings of conferences and congresses, transactions and reports of societies, statistical publications of the United States government, the United Nations, related agencies such as International Monetary Fund, and statistical yearbooks from all countries of the world.

f. Date of Publication: Emphasis is on current works, with non-current materials selectively purchased. No preference will be given to original printings or editions over reprints. Microform reproductions will be acquired when original publications are not available or are prohibitively expensive.

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Observations and Qualifications by Subject Subdivision:	Collecting Level
Business Conditions and Forecasting: Includes investigation by business and governmental organizations.	C
Economic Development: Includes the theory of growth and development of economic thought and its application to underdeveloped areas.	D
Economic History: Covers the application of economic analysis to non-current problems.	C
Economic Theory and Its History: Includes economic thought from ancient times to the present. Works on past and present economists and their schools of economic thought are collected. Microeconomics and macroeconomics are also collected.	D
Industrial Organization: Includes monopoly and imperfect competition and their economic results and efforts to regulate.	C
International Economics: Includes international trade and trade controls, balance of payments, exchange rates, foreign investments and foreign aid.	D
Labor Economics: Includes industrial relations, wages, employment and unemployment, working conditions, social insurance and trade unions.	C
Money and Banking: Monetary theory and policy, debt management and the role of money and the banking system in the economy.	C
Public Finance and Fiscal Policy: Includes fiscal policy and budgeting procedures of national, state, and local governmental bodies; public debt; and taxation theory.	D
Social Control of Industry: Includes supply and demand, consumer sovereignty, and regulation of industry.	D

VSC LIBRARY

NUMBER 16

DATE March 12, 1980

SUBJECT: FINANCE

Purpose: To support present and anticipated teaching and student research through the master's level in the area of Finance. Since the M.B.A. in Finance is a no thesis program research oriented materials will be collected only in selective areas. Primary interest in this collection is centered in the Department of Accounting and Finance. Students and faculty in other departments within the School of Business are also interested in these resources.

General Collection Guidelines:

a. Language: The primary language of the collection will be English. Works published in other languages will generally be purchased in translation. Works in French, Spanish, or German will be purchased selectively.

b. Chronological Guidelines: Major emphasis will be on developments of the last decade.

c. Geographical Guidelines: Primary emphasis will be on the United States. Certain areas such as international financial theory and issues require materials dealing with other areas of the world.

d. Treatment of Subject: Textbooks at the college level may be purchased.

e. Types of Material: Most material acquired will be in the form of books and periodicals. Included are dictionaries, handbooks, encyclopedias, directories, business services, stock and bond services and summaries; and reports of congresses, conferences, and societies. Theses and dissertations from other schools, will be purchased selectively. Selective purchases of non-book materials will be made. The business services and surveys include publications of Standard and Poor, Value Line, Moody's Investors Service, and Dun and Bradstreet. The text and commentary of United States and Georgia laws will be acquired.

Microform reproductions will be acquired for backfiles of journals and for theses and dissertations when heavy use is not anticipated.

COLLECTION DEVELOPMENT

f. Date of Publication: Current publications are emphasized. The latest editions of books will be purchased unless earlier editions are specified because of some particular feature. Out-of-print publications may be searched when they are deemed of great significance. No preference will be given to original printings or editions over reprints.

g. Other General Considerations: The United States Documents Collection, the Congressional Information Service microfiche collection and indexes, Georgia Laws, Georgia Code Annotated, and Rules and Regulations of the State of Georgia provide primary source and secondary commentary for students and faculty of the Department of Finance. Careful consideration should be given when initiating new loose-leaf and investment services to avoid duplication of this expensive resource material. The selection policies of other departments and collections within the School of Business, the Accounting policy in particular, include collecting levels for other areas related to Finance.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Banking and Financial Institutions: Includes general principles, characteristics, and analysis of commercial banks, financial institutions, and their markets.	C
Current Financial Issues and Theory: Includes significant current topics in domestic and international finance.	D
Financial Management: Covers the areas of capital budgeting, financial planning, the acquisition and investment of funds; including procedures for federal, state, and local governments.	C
Investment: Principles of investments in stocks and bonds for individual and institutional investors. Includes security analysis and portfolio management. Selective purchase of popular works.	D
Personal Finance: Includes a non-technical approach to matters of personal finance and family financial planning. Works of popular nature will be purchased.	B

VSC LIBRARY

NUMBER 17

DATE February 22, 1980

SUBJECT: MANAGEMENT

Purpose: To support present and anticipated teaching and student research leading to the B.B.A. and the M.B.A. Primary interest in this collection is centered in the Management Department. Students and faculty in other departments within the School of Business are also interested in this collection. The Sociology Department has an interest in this collection due to the dual concentration professional M.S. program which combines Business Management with an area of Sociology.

General Collection Guidelines:

a. Language: The primary language of the collection will be English. Works published in other language will generally be purchased in translation, if available.

b. Chronological Guidelines: Major emphasis will be on developments of the last decade. Works relating to traditional and formal organization theory will be purchased. Appropriate classics will be acquired.

c. Geographical Guidelines: Primary emphasis will be on works published in and about the United States. Works about the role of administrative agencies, especially as they relate to Public Administration, will be purchased. Selected works in international management will be acquired.

d. Treatment of Subject: Textbooks at the college level will be purchased. Popular works may be purchased selectively.

e. Type of Material: Most material acquired will be in the form of books and periodicals. These will include indexes, encyclopedias, dictionaries, directories, proceedings of conferences and congresses, transactions and reports of societies, and appropriate loose-leaf business services.

f. Date of Publication: Current publications are emphasized with selective purchases of non-current materials. No preference will be given to original printings or editions over reprints.

g. Other General Considerations: The United States Government Documents Collection and the Congressional Information Service microfiche collection and indexes, Georgia Laws, Rules and Regulations of the State of Georgia, and the Georgia Code Annotated provide primary resources for Management students and faculty. The Code of Federal Regulations provides primary information on OSHA and other pertinent laws and regulations affecting Management. The Center for Small Business located within the School of Business Administration maintains a library of management assistance publications from the Small Business Administration.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Business Policy: Emphasis on corporate strategy, planning, policy formulation, decision making, environmental and social issues, and forecasting.	D
Entrepreneurship and Small Business Management: Emphasis on relationship of the entrepreneur to the formation and growth of the enterprise in its economic and social environment. Includes the use of business games and the analysis of simulated business opportunities.	D
Information Systems and Technology: Includes computer-based management information systems; emphasizes planning, design, and implementation of systems and the use of information for decision making purposes.	D
International Management: Includes the role of the organization in the international marketplace; the political, social, economic factors which influence decisions.	C
Operations Research and Decision Sciences: Emphasis on major quantitative techniques used in management decision making. Includes system analysis, linear programming, queuing theory, simulation, and advanced applications of statistics.	D
Organizational Development and Behavior (OD): Includes organizational communications, decision making, analysis and design, interorganizational relationship.	D
Personnel and Human Resources Development: Includes patterns and philosophies relating to recruitment, selection, training, development, utilization of and maintenance of human resources; also includes labor-management relations and the legal environment. Emphasis placed on case-study technique.	D

Production/Operations Management (P/OM): Includes production theory, cost analysis, quality control, research and development. D

Public Administration: Includes study of administrative processes in American Government with emphasis on the role of administrative agencies and the relationship of these to the three branches of government. D

VSC LIBRARY

NUMBER 18

DATE February 28, 1980

SUBJECT: MARKETING

Purpose: To support present and anticipated teaching and student research leading to the B.B.A. and the M.B.A. Primary interest in this collection is centered in the Department of Marketing and Economics. Students and faculty in other departments within the School of Business are also interested in this collection.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works published in other languages will be purchased in English translation when available. Works in other languages will be purchased selectively.

b. Chronological Guidelines: Major emphasis will be on developments of the last decade. Earlier materials dealing with the development of business law or research in marketing will be purchased selectively.

c. Geographical Guidelines: Emphasis will be on marketing as a component of the American economy. Materials dealing with aspects of international business for comparative analysis will be purchased.

d. Treatment of Subject: Textbooks at the college level will be purchased. Popular works will be purchased selectively. Trade publications will be collected.

e. Type of Material: Most materials acquired will be in the form of books and periodicals. These will include indexes, encyclopedias, dictionaries, directories, proceedings of conferences and congresses, transactions, and other documents such as the Uniform Commercial Code. Audio-visual materials may be purchased when justifiable.

f. Date of Publication: Current publications are emphasized. No preference will be given to original printings or editions over reprints. Out-of-print publications may be searched when they are deemed of great significance or historical value.

g. Other General Considerations: The United States Documents Collection, including the United States Code and Supreme Court Decisions; the Congressional Information Service microfiche collection and indexes; Georgia Laws, Georgia

Code Annotated, and Rules and Regulations of the State of Georgia provide primary source material on national and state laws governing retailing and marketing. The Art selection policy includes the collecting level for graphic arts and design as components of marketing activity.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Business Law: Includes the impact of law on the business community, interrelationships of law and society; and the study of various laws as they affect sales.	C
International Business: Includes issues and comparative analysis of all aspects of international business.	D
Marketing Channels: Includes integrated systems, structures and functions of marketing channels.	C
Marketing Environments: Includes the social, ethical, international, economic, and legal environments affecting producer and consumer, as well as, relationships within the firm. Also includes readings in total marketing discipline.	D
Marketing Research and Theory: Understanding concepts and practices of marketing including controversial issues, problem solving, and systems of distribution in marketing organizations.	D
Marketing Services: Covers service sector of marketing, emphasis on the marketing of services instead of products.	D
Promotion, Selling and Retailing: Includes fundamentals of salesmanship; organization and effectiveness of advertising; analysis and evaluation of the fundamentals and principles of retailing.	C
Real Estate: Basic introductions of real estate; includes principles of valuation, principles and methods of financing real estate from both private and governmental institutions, and real estate brokerage function. Both residential and income properties are included.	C

VSC LIBRARY

NUMBER 19

SUBJECT: SECRETARIAL ADMINISTRATION AND BUSINESS EDUCATION

DATE March 18, 1980

Purpose: To support present and anticipated teaching and student research for the major in business education or secretarial administration leading to the B.B.A. degree. The collection also supports the courses for the B.B.A. and M.Ed. degrees with secondary level specialization in Business Education, and programs leading to the two-year secretarial certificate. Other departments within the School of Business and the School of Education are interested in this collection. The Math Department also has a specific interest in materials selected in the areas of data processing and computers.

General Collection Guidelines:

a. Language: English will be the language of the collection. Works published in other languages will be purchased in translation only.

b. Chronological Guidelines: Emphasis will be on the 20th century with special emphasis on the last decade.

c. Geographical Guidelines: Major emphasis will be on the United States. Material on techniques and teaching in Canada and Europe may be purchased selectively..

d. Treatment of Subject: Textbooks and other materials for use by students below the college level are housed in the Instructional Materials Center. The guidelines for collecting those materials are included in the IMC selection policy. Additional materials for use by students in the secondary school may be purchased by this department but are to be housed in the IMC.

e. Types of Material: Most materials acquired will be in the form of books and periodicals. These will include encyclopedias, indexes, dictionaries, directories, and proceedings of congresses and conferences. When available microforms will be purchased for backfiles of journals. Dissertations and theses from other schools will be purchased; these will be purchased in hard copy when heavy usage and required reading is anticipated. Kits, cassettes, etc. for use as laboratory materials and practice in skills development will be purchased.

f. Date of Publication: Emphasis is on current works. No preference will be given to original printings or editions over reprints. The latest editions of books will be purchased unless earlier editions are specified because of some particular feature.

g. Other General Considerations: The ERIC microfiche collection and RIE indexes provide additional resources for students and faculty of Business Education. The selection policy for Computer Science includes materials of interest to students in data processing. Information on the collection levels for the professional education component of the M.Ed. degree is included in the Education statement. Other areas in the School of Business, especially Management and Accounting, are also of interest to students and faculty in Business Education and Secretarial Administration.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Accounting: Emphasis on motivation and technique of teaching accounting at the secondary level.	C
Basic Business: Emphasis on principles of operation, planning, fiscal functions, and management of modern business organizations. Includes free enterprise system, business law, business math, consumer economics, and the methodology of teaching these areas at the secondary level.	C
Business Communications: Emphasis on oral and written communications. Includes theory of communication, effective listening, and the development of communication media.	C
Business Education, Teaching Methods, Foundations and Problems: Basic trends and issues in business education; objectives and curriculum planning; instructional materials and methods, lesson planning. Includes research in business education.	D
Career Education and Planning: Emphasis on trends, competencies and standards applicable to successful career guidance and development at both the secondary and the college level; student and professional organizations, preparation for standardized testing programs such as State Merit, Civil Service, Certified Public Secretary, Criterion Referenced, etc.	C
Data Processing Systems: History and development of data processing systems including hardware, software, and techniques; system analysis and the application of machines in assemblying, storing, and processing business data. Includes development of materials and methods of teaching data processing at the secondary	

level; use of computer assisted instruction. B

Learners with Special Needs: Emphasis on methods of teaching and specialized materials for teaching students or employees with particular requirements including the adult learner, the handicapped, and the disadvantaged; legal aspects and other considerations for training and employing these persons. D

Office Administration: Fundamentals of organizational behavior and business office procedures and techniques; filing and indexing systems; human relations; sources and uses of business information; development of business attitudes and traits. Includes administration of the Department of Business Education in the modern secondary school. C

Shorthand, Dictation, and Transcription: History and development of various systems of shorthand; theory and training in dictation and transcription of shorthand; transcribing of voice recordings; business vocabulary in general and specialized areas. Includes research techniques, problem solving, and methodology of teaching shorthand in the secondary school. C

Typewriting and Business Machines: Instruction and practice in the use of business machines, speed building, and use of the typewriter. Includes problems and methods of instruction in the teaching of typewriting and the use of business machines. B

Word Processing: Includes the management of procedures, equipment, and personnel for a systems approach to office routines. D

EDUCATION

VSC LIBRARY

NUMBER 20

DATE March 17, 1980

SUBJECT: EARLY CHILDHOOD AND ELEMENTARY EDUCATION

Purpose: To support the present and anticipated professional preparation of teachers in the fields of Early Childhood Education, Middle School Education, and Reading Education leading to the B.S.Ed., M.Ed., or Ed.S. degrees.

General Collection Guidelines:

a. Languages: English will be the primary language of collection. Works published in languages other than English will ordinarily be purchased only when translated into English.

b. Chronological Guidelines: Emphasis will be on education in the twentieth century.

c. Geographical Guidelines: Primary emphasis will be given to the United States and Europe. Materials relating to Latin America, Asia, South America, and Africa will be collected selectively.

d. Treatment of Subject: Materials relating to the introductory aspects of teacher education: e.g. educational heritage, qualifications of a teacher, professional practices, will be collected selectively. Works on current curriculum development and instructional methodology for Early Childhood Education and Middle School Education and for all phases of Reading Education will be principally current American practices and collected widely. Historical treatments are covered in the Educational Administration, Supervision, and Secondary Education selection policy. Popular treatments are acquired selectively and relate primarily to education in the social context: e.g. current educational experiments, accounts of teaching in ghetto schools, etc. Lower-division college textbooks will not ordinarily be purchased; upper-division textbooks will be purchased selectively. Textbooks intended for the use of students in elementary and secondary schools are included in the selection policy for the Instructional Materials Center.

e. Types of Materials: Books and periodicals will form the nucleus of the collection. Other materials of interest will include indexes, monographs, encyclopedias, dictionaries, publications of professional organizations and conference proceedings. Materials may also be purchased in other formats such as microform, cassettes, 16mm film, or filmstrips. Materials of an expendable nature: e.g. games, ditto masters, charts, will not be purchased for the Library. The government document collection and the ERIC microfiche holdings are of especial importance. Theses and dissertations will generally not be collected; when obtained, microfilm or hard copy will be obtained depending upon anticipated usage.

f. Date of Publication: Emphasis will be on materials published during the last decade. Retrospective purchasing will be very selective and may involve microforms or reprints rather than the original format.

g. Other General Considerations: Many materials of practical use: e.g. state adopted textbooks, kits, audio visual materials are found in the Instructional Materials Center, which is described elsewhere in this document.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Introduction to Education: Includes materials relating to qualifications of and characteristics of a teacher, professional practices and organizations, nature of the school system, and educational heritage.	B
Curriculum and Instruction: Includes introduction, curriculum development, instructional methodology, research and trends as applicable to the following areas:	
Early Childhood Education:	C
Middle School Education:	C
Reading Education:	C

VSC LIBRARY

NUMBER 21

DATE March 11, 1980

SUBJECT: EDUCATION (GENERAL)

Purpose: To support the present and anticipated teaching through the Ed.S. level in the following departments: Early Childhood and Middle School Education; Educational Administration, Supervision, and Secondary Education; Health, Physical Education and Athletics; Psychology, Guidance and Counseling; and Special Education. While primary interest is centered in the School of Education, students and faculty in the School of Arts and Sciences, School of Business, Division of Fine Arts and Division of Nursing have specific interest in this area because of the CORE curriculum requirements. In addition to the support of teaching culminating in specific degrees, the School of Education curriculum also provides the basis for legal certification for students who are preparing to teach but who are enrolled outside cf the School of Education.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works written in other languages will ordinarily be purchased only in English translation.

b. Chronological Guidelines: Primary emphasis will be on education in the twentieth century and secondarily on the 19th and 21st centuries.

c. Geographical Guidelines: Primary emphasis will be on the United States. Materials on Europe, Latin America, Asia, South America and Africa will be collected selectively.

d. Treatment of Subject: Lower-division college textbooks will not usually be purchased. Upper-division textbooks will be purchased selectively. Textbooks and materials intended for the use of students in elementary and secondary school will be purchased for the Instructional Materials Center. Research methodology in all aspects is a strong collection interest. Works on techniques are sought in a variety of applications. Medical treatments are important in the psychological aspects of educational psychology and physical and health education, as well as in special education, and will be acquired in a highly selective manner.

e. Types of Materials: Books and periodicals will form the nucleus of the collection. Other materials of interest will include indexes, abstracts, monographs, encyclopedias, dictionaries, publications of professional organizations, conference proceedings and handbooks. Materials may also be purchased in other formats such as microform, cassettes, 16mm film, or filmstrips. Expendable materials will not be purchased for the library collection. Of especial interest are the Government Documents which Valdosta State College Library houses as a selective depository and the ERIC (Educational Resource Information Center) microfiche holdings which are received on a continuing subscription. Theses and dissertations will generally not be collected; when they are obtained, microfilm or reprints rather than hard copy will be preferred unless heavy use is anticipated.

f. Date of Publication: Emphasis will be on materials published during the current decade. Retrospective purchasing will be very selective and may involve microforms or reprints rather than the original material.

g. Other General Considerations: The Instructional Materials Center, for which the selective policy appears elsewhere in this document, is a collection of juvenile books (easy, fiction, and non-fiction), textbooks (K-12) and non-print materials designed to support the Valdosta State College teacher education program.

VSC LIBRARY

NUMBER 22

DATE March 12, 1980

SUBJECT: EDUCATIONAL ADMINISTRATION, SUPERVISION, AND SECONDARY EDUCATION

Purpose: To support the present and anticipated professional preparation of teachers, administrators and supervisors in the fields of Secondary Education, Administration and Supervision, and Vocational Education leading to the B.S. Ed., M. Ed., and Ed.S. degrees.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works published in languages other than English will ordinarily be purchased only in English translation.

b. Chronological Guidelines: Emphasis will be on education in the twentieth century.

c. Geographical Guidelines: Primary emphasis will be given to the United States and Europe. Materials relating to Latin America, South America, Asia and Africa will be collected selectively.

d. Treatment of Subject: History of educational development in all aspects will be collected on a broad basis. Works relating to educational administration and supervision, including theory and practice, in all types of educational systems at the elementary, secondary, and college or university levels will be collected on a broad basis. Works on the legal aspects of education are extremely useful, especially those dealing with school finance, busing, integration, and federal aid to education. Educational research methodology in all aspects, including the use of computer techniques, is a particularly strong interest in this collection. Materials relating to community education and vocational education will also be of special interest to this collection. Works relating to current curriculum development and instructional methodology will be principally limited to current American practices and collected widely. Lower-division college textbooks will not ordinarily be purchased; upper-division textbooks will be purchased selectively. Textbooks intended for the use of students in elementary and secondary schools are purchased for the Instructional Materials Center. Guidelines for collecting them are outlined in the selection policy of the IMC which appears elsewhere in this document.

e. Types of Material: Books and periodicals will form the nucleus of the collection. Other materials of interest will include indexes, encyclopedias, dictionaries, publications of professional organizations and conference proceedings. Materials may also be purchased in other formats such as microfilm, cassettes, 16mm film or filmstrips. Materials of an expendable nature: e.g. games, ditto masters, charts, will not be purchased for the library collection. Theses and dissertations will generally not be collected. When they are obtained microfilm rather than hard copy will be preferred unless heavy usage and assignments are anticipated. The government documents collection and the ERIC microfiche holdings are of special importance to this department.

f. Date of Publication: Emphasis will be on materials published during the last decade. Retrospective purchasing will be very selective except for works necessary for the course: Foundations of Education.

g. Other General Considerations: Many materials of practical use: e.g. state adopted textbooks, kits, audio-visual materials are found in the Instructional Materials Center, which is described elsewhere in this document.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Secondary Education: Includes curriculum development and instructional methodology in secondary schools which will lead to certification in the following areas:	
Business Education:	C
Science	
Biology:	C
Chemistry:	C
Physics:	C
English:	C
Mathematics:	C
Modern-Foreign Languages	
French:	C
German:	C
Spanish:	C
Social Science	
History:	C
Political Science:	C

School Administration: Includes administrative techniques and theories; school business, school law, and school finance; group development and leadership.	C
Supervision: Includes introduction to supervision in elementary and secondary schools; theories, issues and recent trends in supervision; and leadership qualities and techniques.	C
Foundations and Sociological Philosophies: Includes sociological, historical, philosophical and psychological factors underlying present day American education. Also a look at comparative education.	C
Educational Research: Includes methods of conducting educational research and research design.	C
Media: Includes systematic design, production, utilization and evaluation of various types of instructional materials.	C

VSC LIBRARY

NUMBER 23

DATE March 17, 1980

SUBJECT: HEALTH, PHYSICAL EDUCATION, AND ATHLETICS

Purpose: To support the present and anticipated professional preparation of teachers for health and physical education through the M.Ed. level. While primary interest is centered in the School of Education, students and faculty in the School of Arts and Sciences, School of Business Administration, Division of Fine Arts, and Division of Nursing have specific interest in this area as a part of the CORE curriculum requirements.

General Collection Guidelines:

a. Languages: English is the primary language of collection. Works written in other languages will ordinarily be purchased only in English translation.

b. Chronological Guidelines: Emphasis is on the twentieth century.

c. Geographical Guidelines: Primary emphasis will be given to the United States. Descriptions of practice in other countries will be represented more selectively.

d. Treatment of Subject: Works on techniques for all areas are sought in a variety of applications. Popular treatments of the subject will not ordinarily be purchased, though some popular histories of sports and biographies of well-known participants will be selectively acquired. Lower-division college textbooks will not usually be purchased. Upper-division textbooks will be purchased selectively.

e. Types of Materials: Books and periodicals will form the nucleus of the collection. Society publications, such as those of the American Alliance for Health, Physical Education, Recreation, and Dance are extremely important. Books on rules and regulations will also be collected selectively. The available and up-to-date ERIC collection is of especial importance. Materials may also be purchased in microform, cassette, 16mm film or filmstrips. Expendable materials will not be purchased.

f. Date of Publication: Emphasis will be on materials published during the current decade. Retrospective purchasing will be very selective and may involve microforms or reprints rather than the original format.

g. Other General Considerations: The Instructional Materials Center, for which the selection policy is described elsewhere in this document, is a collection of juvenile books, textbooks (K-12), and other materials designed to support the Valdosta State College teacher training programs.

Observations and Qualifications by Subject Subdivisions: Collecting Level

Health and Safety Education: Includes current issues: e.g. alcohol, drug abuse, and smoking; current methods and techniques in health education, safety precautions in athletics; and the school health program. D

Physical Education

Athletics and Sports: Includes officiating, coaching, medical aspects of injury prevention and control, techniques, strategies, rules and history as appropriate for each activity. D

Motor Performance: Includes the physiology of exercise, kinesiology, development of strength and fitness, the dance and rhythm in gymnastics and exercise. D

Special Problems in Physical Education: Includes physical rehabilitation, physical education for exceptional children (mentally retarded, physically handicapped) and institutionalized individuals. D

NUMBER 24

DATE MARCH 13, 1980

SUBJECT: INSTRUCTIONAL MATERIALS CENTER

Purpose: To support the present and anticipated School of Education teacher education program at all levels (Grades K-12) in all school subject areas, and to provide a collection of textbooks and non-print resource materials for preparation, selection and comparison by both faculty and students.

General Collection Guidelines:

a. Language: English is the primary language of the collection. Textbooks in the foreign languages section will contain texts in languages listed in the Georgia Textbook List.

b. Chronological Guidelines: Current textbook purchases for the collection will be made from the approved Georgia Textbook List. Other materials will also be selected with a recent copyright date unless they are of historical value. Gifts of books will be accepted if they are of a recent copyright date or of historical value. Current usage and demand will determine the acceptance of duplicates.

c. Geographical Guidelines: Textbooks currently in adoption by the Georgia Department of Education for use in public schools are acquired comprehensively. Other current textbooks are accepted as gifts for historical and comparative purposes.

d. Treatment of Subject: Textbooks in all subject areas, grades K-12, in both student and teacher editions are collected, as are teachers'guides or manuals to the textbooks. Workbooks to accompany textbooks are acquired only incidentally. College level textbooks will not be acquired. Books for the juvenile collection, easy, fiction, and non-fiction, will be acquired comprehensively with special attention given to books which will support the courses relating to literature for children and young people including the Newbery and Caldecott Award books.

e. Types of Material: The collection consists of textbooks. filmstrips, cassettes, kits, models, 16mm films, 8mm film-loops, transparencies, ditto masters, maps and globes. Included in this collection are the juvenile books, easy, fiction, and non-fiction, and a representative collection of children's periodicals. Several sets of encyclopedias are received on a loan from publishers. Materials of an expendable nature will be collected selectively.

f. Date of Publication: Only the most recent editions of publications are purchased. Earlier editions of textbooks may be purchased to replace lost books which are part of a series.

g. Other General Considerations: Professional journals and materials relating to methods and eductional theory will not be acquired for the Instructional Materials Center.

Observation and Qualifications by Subject Subdivisions:	Collecting Level
Textbooks, grades K-12:	B*
Other Materials: Filmstrips, 16mm films, 8mm filmloops, kits, models, cassettes, realia.	B
Supplementary Readers:	B
Juvenile Books:	C

* E collection level for those on Georgia Textbook List.

VSC LIBRARY

NUMBER 25

DATE March 17, 1980

SUBJECT: PSYCHOLOGY, COUNSELING AND GUIDANCE

Purpose: To support the present and anticipated program for the undergraduate degrees of B.A. or B.[illegible]. with a major in Psychology and the graduate degree programs for (1) the M.S. degree in general psychology with a concentration in clinical-counseling, experimental, or marriage and family counseling areas, (2) the M.Ed. degree in Counseling and Guidance, and (3) the Ed.S. degree in Counseling and Guidance. While primary interest is centered in the School of Education, students and faculty in other schools and divisions within the college have specific interest in this area as a part of the CORE curriculum requirements.

General Collection Guidelines:

a. Languages: English will be the primary language of collection. Works published in languages other than English will ordinarily be purchased only when translated into English.

b. Chronological Guidelines: Primary emphasis is on the 20th century, but 19th century works of historical significance will be collected selectively.

c. Geographical Guidelines: There are no geographical distinctions within the subject matter of psychology.

d. Treatment of Subject: Materials relating to the history of psychology and to guidance and counseling will be collected broadly. There will be emphasis on techniques and research methods involving the use of statistics, models, and computer applications. Works on the legal aspects of clinical psychology will be of particular interest; works on medical aspects of psychology, including psychiatry, will be acquired in a highly selective manner. Upper division textbooks and works written on a popular level will be purchased selectively. Lower division college textbooks will not ordinarily be purchased.

e. Types of Materials: Most materials acquired will be in the form of books and periodicals. These will include reference works such as encyclopedias and dictionaries of psychology, abstracts, indexes, and directories of psychologists and testing centers. Proceedings or reports of conferences, symposia, international congresses, etc. will be collected extensively. Governmental publications at the national, state, and local level are of considerable importance: e.g. publications of the National Institute of Mental Health or of the U.S. Office of Education. Purchases of theses and dissertations from other institutions will be very restricted. Materials may also be purchased in other formats including microform, cassettes, 16 mm films, or filmstrips. Expendable materials will not be purchased.

f. Date of Publication: Emphasis is on materials published during the last decade. Retrospective purchasing will be very selective and may be in microform or reprint rather than the original format.

g. Other General Considerations: Educational psychology is a relevant subject included in the ERIC collection. This file, together with the core periodical literature, including Psychological Abstracts, is available in the library.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Biological Psychology: Includes physiological psychology, sensory processes, behavior genetics, etc. Physiology and genetics *per se* are included in the Biology selection policy, as is animal behavior.	B
Learning and Cognition: Includes memory and perception as related to cognition and nature and fundamental principles of learning.	B
Developmental Psychology: Includes child development and adolescent psychology which is of special concern to educational psychologists, students of child development, and Nursing students.	D
Clinical Psychology: Includes psychopathology and psychotherapy, individual, family and group counseling and guidance.	D
Educational and School Psychology: Includes nature and development of services in elementary and secondary school and principles, techniques, and theory underlying construction and use of tests for educational and psychological measurement.	D
Career Development:	B

VSC LIBRARY

NUMBER 26

DATE March 17, 1980

SUBJECT: SPECIAL EDUCATION

Purpose: To support the present and anticipated professional preparation of teachers in the areas of EMR (Educable Mentally Retarded), TMR (Trainable Mentally Retarded), and the teaching fields of Mental Retardation, Gifted, or Hospitalized and Home Instructions leading to the B.S. Ed., M.Ed. or Ed.S. degrees. To support an act of the Georgia Legislature (HB 671) which requires that all teachers, principles, and guidance counselors must satisfactorily complete a minimum of one five-quarter hour course in the identification and education of exceptional children.

General Collection Guidelines:

a. Languages: English will be the primary language of collection. Works published in languages other than English will ordinarily be purchased only when translated into English.

b. Chronological Guidelines: Emphasis will be on twentieth century works.

c. Geographical Guidelines: Primary emphasis will be given to the United States. Materials relating to other geographical areas will be collected selectively.

d. Treatment of Subject: Works relating to current curriculum development and instructional methodology for all areas will be collected widely. Medical treatments are important in the physiological aspects of special education. Popular treatments of the subject will be acquired selectively and will relate primarily to special education in the social context: e.g. experiences of the handicapped or working with the handicapped. Lower-division college textbooks will not ordinarily be purchased; upper-division textbooks will be purchased selectively.

e. Types of Material: Books and periodicals will form the nucleus of the collection. Other materials of interest will include indexes, monographs, encyclopedias, dictionaries, publications of professional organizations and conference proceedings. Materials may also be purchased as microform, cassettes, 16mm film, or filmstrips. Materials of an expendable nature: e.g. games, ditto masters, or charts will not be purchased for the library. The government document collection and the ERIC microfiche holdings are of especial importance. Theses and dissertations will generally not be collected; when they are obtained, microfilm rather than hard copy will be preferred.

f. Date of Publication: Emphasis will be on materials published during the current decade. Retrospective purchasing will be very selective and may involve microforms or reprints rather than the original format.

g. Other General Considerations: Many materials of practical use: e.g. state adopted textbooks, kits, audio-visual material are found in the Instructional Materials Center, which is described elsewhere in this document.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Education of Exceptional Children: Includes all aspects of education for exceptional children except for physical education, which is treated in the Department of Health, Physical Education, and Athletics section of this document. Concentration is on etiology and materials and methods used in teaching children with these special problems.	C
Retarded Mental Development: Includes historical treatment, etiology, characteristics of mentally retarded, and methods of diagnosing, placing and working with the retarded.	C
Physically Handicapped: Includes crippling, visual handicaps, hearing disabilities, speech disorders, and special health problems (hospitalized and home bound).	C
Behavior Disorders: Includes etiology, characteristics and diagnosis and their effect on developing programs, classroom organization, and treatment services.	C
Gifted: Includes educational and behavioral characteristics and diagnosis, referral, management, development of curriculum content and teaching methods.	C
Vocational Training: Emphasis is on educator's role in vocational habilitation of mentally retarded youths.	C
Administration of Special Education: Includes organizing programs, supervision of professional personnel, planning physical plant facilities, financing, and budgeting. Theory and practice of	

school administration per se is included in the Department of Educational Administration, Supervision, and Secondary Education section of this document. C

FINE ARTS

VSC LIBRARY

NUMBER 27

DATE February 22, 1980

SUBJECT: ART

Purpose: To support present and anticipated teaching and research through the B.A. and B.F.A. level in Art, and through the B.F.A. level in Art Education. In addition to the interests of the faculty and students of the Department of Art, materials in this collection will be of relevance to a variety of other college departments and programs because of related subject concerns and CORE curriculum requirements.

General Collection Guidelines:

a. Language: English will be the primary language, but works published in French, German, Italian, and Spanish will be purchased selectively when an English translation is not available. Materials published in other languages will be acquired more selectively.

b. Chronological Guidelines: No limitations. Art History courses deal with all periods of art and no one period will be emphasized.

c. Geographical Guidelines: Western European art and the art of the United States are emphasized, but no geographical area will be excluded.

d. Treatment of Subject: Scholarly treatments of the subject are emphasized, although the variation in what is needed in art history and studio art will be taken into consideration.

1. Art History: Materials needed for Art History teaching and research range from primary and secondary sources to scholarly treatments of particular artists or particular works of art, to picture books (valuable for reproductions) and includes popular trade books which are of general interest.

2. Studio Art: Materials which discuss techniques are purchased although some of these "how to" books may be considered less than scholarly. Books are purchased for the study of their illustrations.

   Textbooks below the college level and other materials for use by the students are included in the selection policy of the Instructional Materials Center. The guidelines for collecting those materials are included in the IMC selection policy. Additional materials for student use may be purchased from this departmental library budget but are to be housed in the IMC.

e. Types of Material: Most materials purchased will be in the form of books or periodicals. These will include in addition to monographs and serial publications; general and subject encyclopedias, dictionaries, directories, museum and gallery guides and reports; and exhibition catalogs from museums, galleries, and private collections. Guidelines for collecting non-book materials pertinent to Art, such as slides, two and three-dimensional reproductions, filmstrips, and films, are included in the Fine Arts Materials Center selection policy.

f. Date of Publication: Emphasis will be on current materials with limited purchasing of retrospective materials to fill in serial gaps and to acquire important earlier works. Out-of-print works may be acquired by purchasing reprints, microforms, or original printings, as dictated by price, availability, and convenience to users.

g. Other General Considerations: The selection policies of the Fine Arts Materials Center and the Instructional Materials Center contain guidelines for collecting other materials and subjects of interest to art.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Ceramics: Includes materials, techniques, history and appreciation.	C
Crafts: Includes enameling, paper crafts, weaving, tapestry, stained glass, metalwork, jewelry design and making, macrame, etc.	C
Design: Fundamentals, principles, elements, ornament, decorative motifs, styles.	C
Graphic Arts: Calligraphy and typography design, type styles and type founding, lettering, paper, inks, etc.	C

History and Criticism of Art: Development, description, and critical appraisal of works in all media; all styles, and movements, and all geographic areas.	C
Media: Includes drawing, painting (including history and chemistry of paints), manuscript illumination, prints and printmaking, iconography.	C
Museums, Galleries, Private Collections: Includes museology, curatorship, restoration and conservation, guides, catalogs of collections.	C
Photography: Current works more important than retrospective.	C

VSC LIBRARY

NUMBER 28

DATE March 20, 1980

SUBJECT: FINE ARTS MATERIALS CENTER

Purpose: To provide a collection of non-book materials to support present and anticipated instruction in all departments and programs of the Division of Fine Arts. Departments and programs other than those of the Division of Fine Arts will have interest in the FAMC because of related subject concerns and CORE curriculum requirements.

General Collection Guidelines:

a. Languages: Primary emphasis will be on the original language of the materials acquired, but English translations of the recorded or printed work will also be purchased.

b. Chronological Guidelines: For most materials pertinent to art, such as slides and other reproductions of art, no chronological period will receive especial emphasis. This applies as well to the sound recordings, musical scores and librettos, and other materials relevant to music. Sound and videorecordings of speeches, discussions, and performances pertinent to speech and drama will be current by nature of the medium. Acquisition of recordings, past performances, speeches, etc. on tape will be more selective.

c. Geographical Guidelines: Geographical guidelines are inapplicable for most materials purchased for the FAMC.

d. Treatment of Material: For FAMC media, "treatment" implies technical aspects of the material as well as its method of presentation. Reproductions of works of art, whether in the form of art prints, slides, models, transparencies, etc., will be acquired if they are faithful to the original and appropriate as instructional aids for faculty and student use. Similarly, reproductions of events, such as musical performances, dramatic performances, speeches, debates, etc. will be acquired if they are of high quality in all technical aspects and are useful as teaching tools in the Division of Fine Arts.

e. Types of Materials: The Fine Arts Materials Center collection will consist of the following: art prints, filmstrips, kits, models, motion pictures, realia, scores of musical works, slides, sound recordings, transparencies, and videorecordings. Other audiovisual materials essential for teaching will be purchased selectively. Materials will be purchased in the form of individual items or as collections or sets. All materials to be acquired will be evaluated as to their flexibility for effective use, durability, and relevance.

Books will not be acquired for the FAMC. Basic reference works necessary for the daily operation of the FAMC will be on loan from the Library.

f. Dates of Publication: For all media to be housed in FAMC, the most recent productions will be acquired when available. Earlier productions will be selectively acquired if their treatment is relevant and technically suitable.

g. Other General Considerations: Complementing the selection policy of the Fine Arts Materials Center are selection policies of the Department of Art, Department of Music, and the Department of Speech and Drama which contain guidelines for collecting books and other print materials pertinent to the Division of Fine Arts.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Art Prints:	C*(1)
Filmstrips:	C*(4)
Kits:	C*(4)
Models:	C*(3)
Motion Pictures:	C*(5)
Realia:	C*(1)
Scores of Musical Works:	C*(2)
Slides:	C*(1)
Sound Recordings:	C*(6)
Transparencies:	C*(4)
Videorecordings:	C*(5)

*(1) Art
*(2) Music
*(3) Speech
*(4) Art, Music, Speech
*(5) Art, Speech
*(6) Music, Speech

VSC LIBRARY

NUMBER 29

DATE February 1, 1980

SUBJECT: MUSIC

Purpose: To support research and teaching through the Bachelor of Music degree level in the Music Education and Applied Music programs, and through the B.A. and B.F.A. level in Music. In addition to the interests of faculty and students of the Department of Music, materials on this subject will be of relevance to a variety of other college departments and programs because of related subject concerns and CORE curriculum requirements.

General Collection Guidelines:

a. Language: English will be the primary language of the collection, but other languages will be acquired when the need is evident.

b. Chronological Guidelines: No restrictions.

c. Geographical Guidelines: Emphasis is on the Western tradition, but all geographical areas are considered.

d. Treatment of Subject: The acquisition of scholarly works will be emphasized, although popular treatments will be considered when nothing else is available. Textbooks at the college level may be purchased selectively. College level textbooks are particularly useful in applied music and in theory and analysis. Textbooks below the college level and other materials for use by the students are included in the Instructional Materials Center. The guidelines for collecting those materials are included in the IMC selection policy. Additional materials for student use may be purchased from this department but are to be housed in the IMC.

e. Types of Material: In addition to monographs and serials, reference works such as music encyclopedias, dictionaries, bibliographies, discographies, and directories will also be acquired. Dissertations will be purchased selectively, generally in microform copy when available.

Some materials relevant to the Department of Music, such as sound recordings and scores of musical works, will be housed in the Fine Arts Materials Center. Guidelines for collecting these and other non-book materials are included in the selection policy of the FAMC.

f. Dates of Publication: Emphasis will be on current materials with limited purchasing of retrospective materials to fill in serial gaps and to acquire important earlier works. Out-of-print works may be acquired by purchasing reprints, microforms, or original printings, as dictated by price, availability, and convenience to users.

g. Other General Considerations: The selection policies of the Fine Arts Materials Center and the Instructional Materials Center contain guidelines for collecting other materials and subjects of interest to Music.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Historical Musicology	
General and Regional Music Histories:	C
Music Philosophy and Aesthetics:	C
Western Music: Scholarly monographs on all subjects of western music from antiquity to present. Includes folk, jazz, and popular music.	C
Musical Instruments: Include materials on their history and construction.	C
Theory and Analysis: Include works on rudiments of music, music theory, and composition.	C
Performance Practice and Techniques	
General and Historical Treatments of Performance Practice:	C
Conducting:	C
Instrumental and Vocal Techniques and Methods: Emphasis on textbooks and manuals.	C
Instrument Maintenance and Repair:	C
Music Education:	C

VSC LIBRARY

NUMBER 30

DATE March 17, 1980

SUBJECT: SPEECH AND DRAMA

Purpose: To support present and anticipated teaching and research through the B.A. and B.F.A. levels in the Speech and Drama program, and through the B.F.A. level in the Speech Education and Theater Arts programs. In addition to the interests of the faculty and students of the Department of Speech and Drama, materials on this subject will be of relevance to a variety of other college departments and programs because of related subject concerns and CORE curriculum requirements.

General Collection Guidelines:

a. Languages: English will be the primary language of collection. Works in other languages will ordinarily be purchased in English translation when available.

b. Chronological Guidelines: Emphasis will be on materials of current nature in the areas of speech, drama, radio, television, motion pictures. Historical studies of the theater and stagecraft will be acquired regardless of chronological period.

c. Geographical Guidelines: For most areas of interest in Speech, emphasis is on American practice and usage. For Drama, American theater is of especial interest. Works concerned with the dramatic traditions of other areas will be purchased more selectively. In the areas of radio, television, and motion pictures, primary emphasis is on the United States and Great Britain.

d. Treatment of Subjects: Works of a scholarly nature will receive primary emphasis. Popular level materials and textbooks will be collected selectively. Biographies of actors, producers, playwrights, dancers, etc., will be acquired selectively. Textbooks at the college level are useful in some applied areas of theater, such as costuming, lighting, etc. Textbooks below the college level and other materials for use by the students are included in the Instructional Materials Center. The guidelines for collecting those materials are included in the IMC selection policy. Additional materials for student use may be purchased from this department but are to be housed in the IMC.

e. Types of Materials: In addition to monographs and serials, reference works such as almanacs, encyclopedias, dictionaries, directories, and handbooks of public speaking will also be acquired. Dissertations will be purchased selectively in microform copy when available. Guidelines for collecting non-book materials relevant to the Department of Speech and Drama, such as sound recordings and videotapes of speeches, discussions, and performances, are included in the selection policy of the Fine Arts Materials Center.

f. Dates of Publication: Emphasis will be on current materials with limited purchasing of retrospective materials to fill in serial gaps and to acquire important earlier works. Out-of-print works may be acquired by purchasing reprints, microforms, or original printings, as dictated by price, availability, and convenience to users.

g. Other General Considerations: Because of the broad range of subjects that a student of Speech and Drama will find relevant, the selection policies of many other departments and programs will be of interest. Guidelines for collecting materials on communication disorders (including speech pathology and therapy, audiology and auditory rehabilitation) are included in the Special Education selection policy. The selection policy for English will be useful for the dramatic scripts and criticisms purchased by that department. For some areas of interest in Speech, the selection policy of Political Science and History will also be important.

The selection policies of the Fine Arts Materials Center and the Instructional Materials Center contain guidelines for collecting other materials and subjects of interest to Speech and Drama.

Observations and Qualifications by Subject Subdivisions:	Collecting Level
Drama	
Drama History and Criticism: Emphasis on American, British, and other Western European.	C
Dramatic Literature:	B
Theater Design, Production, and Management	
Design (lighting, scenery, costume, set): Includes current imprints of the "how to" variety.	C
Directing: English language preferred, in original or as translation.	C
Acting (Theory, etc.): English language preferred.	C

Playwriting: C

Management: Includes programming, advertising, financial aspects. Primarily English language, American aspects. C

Theater for Children: B

Radio, Television, Motion Pictures

Radio and Television, Audio and Visual Production: Emphasis on current English-language materials. C

Radio and Television History and Criticism: Emphasis on U.S. and Britain. C

Radio, Television, Motion Pictures Writing: Emphasis on current English-language materials. C

Motion Picture History, Theory, Criticism: Emphasis on English-language materials with selective acquisition of foreign-language works. C

Motion Picture Production: Selective acquisition of current English-language materials. B

Speech

Communication: Includes international, intercultural, organizational, and interpersonal communication. C

Oral Interpretation: C

Phonetics: C

Rhetoric and Public Address: Includes discussion, parliamentary procedure, public speaking texts, texts of debate, history and criticism of public address. C

Speech Education: C

NURSING

VSC LIBRARY

SUBJECT: NURSING

NUMBER 31

DATE January 31, 1980

Purpose: To support teaching leading to the Bachelor of Science in Nursing degree. While primary interest is centered in the Division of Nursing, other schools and divisions have an interest in such material both academically and as consumers of health care.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works published in other languages will ordinarily be purchased in English translation only.

b. Chronological Guidelines: Emphasis will be on the 20th century. With respect to technical literature, emphasis will be placed on the developments of the last twenty years. Materials on earlier technical literature will be purchased selectively.

c. Geographic Guidelines: Primary interest is on nursing in the United States. However, there is also interest in worldwide health care.

d. Treatment of Subject: Juvenile literature will not usually be purchased. Textbooks, works written on a popular level, and materials dealing with the legal aspects of nursing will be purchased selectively. Emphasis will be on material dealing with the development of the practice of nursing, as well as, the biographies and autobiographies of nurses.

e. Types of Material: Most materials acquired will be in the form of books and periodicals. Also emphasis will be placed on local, state, and federal documents. Microform reproductions of books and periodicals will be acquired when original publications are either unavailable or very expensive.

f. Date of Publication: Emphasis is on current works, with non-current materials selectively purchased. No preference will be given to original printings or editions over reprints.

g. Other General Considerations: It is necessary for students of nursing to become acquainted with a wide variety of subjects, such as the biological sciences, pharmacy, medicine, chemistry, physics, psychology, sociology, social work and education. Therefore, they must draw fully upon all of the resources of the library.

Observations and Qualifications by Subject Subdivision:	Collecting Level
Community Health Care: Includes family health and health care delivery systems.	C
Nursing Administration:	C
Nursing as a Profession: Includes nursing education, licensing, ethics, etc.	C
Specialized Nursing: Includes geriatic, gynecologia, pediatric, surgical, and psychiatric nursing.	C
Pharmacology:	C
Nutrition:	C

SPECIALIZED AREAS

VSC LIBRARY

NUMBER 32

DATE March 18, 1980

SUBJECT: GEORGIA COLLECTION

Purpose: To provide information about Georgia by collecting and preserving materials relating to its development.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Works in Spanish and French will be considered if they are not available in translations.

b. Chronological Guidelines: While there will be no chronological limits, emphasis will be on 18th, 19th and 20th centuries.

c. Geographical Guidelines: The primary emphasis will be on materials treating some aspects of Georgia as a subject. Material on developments in adjacent states which influenced Georgia will be considered.

d. Treatment of Subjects: Juvenile materials will not be a part of the collection. Textbooks at the high school level or above may be considered.

e. Types of Material: No limitations. Any type of material relating to Georgia will be acquired although most material acquired will be in the form of books. The library has a number of microfilm backfiles of the newspapers from Georgia towns, mostly for the 1800's. Two Georgia newspapers, the *Atlanta Constitution* and the *Valdosta Daily Times* are currently being received on microfilm.

f. Date of Publication: Both current and retrospective purchases will be made. Reprints will be purchased when original editions are prohibitively expensive or unavailable for either the first or second copy.

Location: The first copy of all Georgia materials will be shelved with the Georgia collection in the closed stack area designated as the Special Collections. The second copy of any Georgia material will be shelved in the general collection and will circulate according to regular policies. Two copies of all Georgia material will be purchased when available, the second copy being purchased in reprint when necessary.

VSC LIBRARY

NUMBER 33

DATE March 17, 1980

SUBJECT: GOVERNMENT DOCUMENTS

Purpose: To support present teaching and research in all areas of the curriculum the library shall develop and maintain a collection of United States and Georgia documents. Documents of international organizations and foreign countries will be selected in accordance with the selection policies for specific collections throughout this document.

General Collection Guidelines:

a. United States Government Documents. Valdosta State College has been, since 1956, a selective depository for publications distributed by the Superintendent of Documents. Publications are selected from the list of items available on the basis of instructional and research needs of the college. The government documents librarian has the responsibility of selection; however, recommendations are accepted from any faculty member. Additional U.S. documents are received from the U.S. Representative for the Second Congressional District, and as a result of mailings to institutions of higher education.

b. Georgia Documents. There is no depository system for the distribution of Georgia documents. The major selection tools are the Checklist of Official Publications of the State of Georgia, published by the Georgia State Library, and the Monthly Checklist of State Publications published by the Library of Congress. From these two sources the government documents librarian selects those Georgia documents which are of value to the VSC documents collection.

Retention/Disposition Considerations:
The discarding of U.S. government documents will be in accordance with the guidelines set forth by the Superintendent of Documents. Georgia documents are generally retained for their historical value.

Location:
United States government documents are arranged by Superintendent of Documents number and are shelved in a closed stack area. Georgia documents are arranged by issuing agency and shelved in the same closed stack area.

Bibliographic Control:
Selected items from both the U.S. and Georgia documents collections receive full cataloging. These are listed in the catalog and are intershelved with the regular collection. Non-cataloged U.S. documents are accessed through their own index, Monthly Catalog of U.S. Government

Publications.

Other General Considerations:
The U.S. documents selected as depository items are supplemented by the Congressional Information Service to which the library subscribes. This service includes its own index and microfiche copies of all congressional publications. The index Resources in Education, which indexes recent report literature in the field of education, is received as a depository item. The usefulness of this index is enhanced by a subscription to the microfiche edition of the report literature indexed in it. The library has begun to participate in the microform program for depository libraries and is receiving a limited number of documents in microformat to take advantage of the savings in space required for shelving these items.

VSC LIBRARY

NUMBER 34

SUBJECT: MICROFORMS

DATE March 12, 1980

Purpose: To support the teaching and research needs of the college by utilizing microform materials in cases where microform is advantageous over hard copy in terms of availability, cost and storage.

General Collection Guidelines:

1. Microform materials should be acquired according to the selection guidelines for the subject stated in individual subject selection policies.
2. Decisions to purchase microform must take into consideration the physical capabilities of the library for storage and service.
3. When both hard copy and microform are available, factors such as cost, durability, expected frequency of use, type of material and needs should determine whether microform is preferable to hard copy.
4. Types of microformat to be ordered:
    - a. 35mm positive roll microfilm.
    - b. 16mm positive roll microfilm.
    - c. 4 x 6 microfiche.
    - d. 3 x 5 microfiche.
    - e. 8mm positive roll microfilm.
    - f. microcard (when no other format is available).

VSC LIBRARY

NUMBER 35

DATE March 12, 1980

SUBJECT: MULTI-MEDIA

Purpose: To support the curriculum requirements of graduate and undergraduate instruction. To meet independent research needs of students and faculty. To provide for recreational needs.

General Collection Guidelines:

a. Language: English will be the primary language of the collection. Media necessary to support the Department of Modern-Foreign Language curriculum will be acquired.

b. Chronological Guidelines: No limitations.

c. Geographical Guidelines: Materials will be acquired as necessary for the purposes stated above. A special effort will be made to acquire materials relating to Georgia.

d. Treatment of Subject: No limitations.

e. Types of Material: 16mm film, 8mm film, video tapes and cassettes, disc recordings, filmstrips, maps, charts, kits, art prints, slides, transparenices, realia and models will be acquired. Materials of an expendable nature will not be purchased for the library.

f. Date of Publication: Emphasis is on currently issued materials. Out of print materials will rarely be acquired.

g. Other General Considerations: The Fine Arts Materials Center also acquires multi media to support the Division of Fine Arts curriculum. The Instructional Materials Center acquires multi media which supports the teacher education program of the School of Education.

VSC LIBRARY

NUMBER 36

DATE February 20, 1980

SUBJECT: NEWSPAPERS

Purpose: To support the teaching, research, and information needs of the college community.

Newspapers may be oriented to scholarly needs in specific subject areas such as history or foreign languages. Statements regarding collection guidelines for these newspapers are contained in other selection policies.

General Collection Guidelines:

Newspapers are selected on the basis of anticipated frequent usage or prospective research value according to the guidelines described below.

a. Scope:

Foreign Newspapers:
Highly selective acquisition.

United States Newspapers:
Selective acquisition. Newspapers which contribute significant information and opinion will be acquired. Preferably, the newspapers will represent distinct geographical regions of the country.

State and Regional Newspapers:
Selective acquisition. Newspapers from Georgia's major cities will be selectively acquired. Newspapers from cities in South Georgia will also be acquired as these are important sources of local information and of current interest to students. Newspapers from nearby Florida cities will be acquired more selectively.

b. Selection Considerations:

Relevance to information, research, and curriculum needs:
The type of need, its relatedness to other disciplines, and the continuity of the need should be considered.

Current coverage of a geographical area:

Diversity of viewpoints:

Coverage of historical events or periods:

Retention/Disposition Considerations:

Retention/disposition policies for new subscriptions should be determined whenever possible at the beginning of the subscription. Current subscriptions should be retained or discarded according to the following guidelines:

1. Newspapers without microfilm subscription. Retain daily newspapers for two weeks unless storage capabilities make possible a retention period of one month. Keep back issues of weekly newspapers for three months.

2. Newspapers with microfilm subscription. Keep newsprint issues of newspaper until microfilm copy arrives.

Newspaper subscriptions should be reviewed periodically to evaluate their current relevance to college needs.

Location: The latest issue of each newspaper is shelved in the Newspaper Reading Room. Back newsprint issues are kept in the periodical storeroom and asked for at the Circulation/Reserve desk. Newspapers on microfilm are housed in microfilm cabinets on the third floor.

Bibliographic Control: Newspaper holdings will be recorded in serials check-in files and in the Valdosta State College Periodical Holdings List which should be updated regularly. Commercially prepared indices, when available, will be purchased for all newspapers subscribed to on microfilm. An index to the local paper is prepared by the library staff as time permits.

NUMBER 37

DATE February 15, 1980

SUBJECT: ORAL HISTORY

Purpose: To preserve local, regional, state, national and world events of historical value.

Responsibility for collection: It will be the responsibility of the library staff to encourage Valdosta State College faculty and staff to collect events and recollections worthy of historical value and events which relate to the Valdosta State College curriculum.

General Collection Guidelines:

a. Language: English will be the primary language of the collection.

b. Chronological Guidelines: No limitations.

c. Geographical Guidelines: Materials which relate to the stated purpose will be acquired. A special effort will be made to acquire materials relating to Georgia.

d. Types of Material: Disc recordings, cassette and reel-to-reel tapes, cassette and reel-to-reel video, 16mm film and 8mm film.

e. Date of Publication: No limitations.

VSC LIBRARY

NUMBER 38

DATE February 28, 1980

SUBJECT: RARE BOOKS

Purpose: To strengthen the research possibilities in the Valdosta State College Library. To enhance the aesthetic value of the library collection.

General Collection Guidelines:

a. Language: English will be the primary language of collection.

b. Chronological Guidelines:

   1. Any incunabulum

   2. Any book printed in English before 1640

   3. Any book printed in America before 1800

   4. Any book published in the early 19th century which is of special interest.

c. Geographical Guidelines: Material published in England and America will be added to the collection as it becomes available. Material from other countries will be added selectively if available.

d. Treatment of Subject: Books on various subjects will be added. Pamphlets and broadsides on various subjects will be added.

e. Type of Material: Printed material in the form of books, pamphlets and broadsides will be added.

f. Date of Publication:

   1. Emphasis is on old materials.

   2. Prior to 1640 - England.

   3. Prior to 1800 - America.

g. Other General Considerations: Most rare books added to the collection will be acquired through gifts, no effort will be made to purchase rare materials.

VSC LIBRARY

NUMBER 39

DATE March 18, 1980

SUBJECT: REFERENCE

Purpose: To provide guidelines for the development and maintenance of a reference collection which will support the present and anticipated needs of the college curriculum. The head and members of the Reference Department have the immediate responsibility for the selection and maintenance of the reference collection with recommendations being accepted from faculty members and students. Reference works will be collected to the extent that finances permit on the basis of favorable reviews, notice in a reputable source, the reputation of the publishers and/or the credentials of the issuing body. The aim is to acquire the most authoritative works available in all fields within the college curriculum.

Location: A reference book is designed by its arrangement and treatment to be consulted for definite items of information rather than to be read consecutively. Therefore, the reference collection is housed as a separate collection in close proximity [illegible] reference desk in order to effectively serve the needs of the [illegible] answering reference questions.

General Collection Guidelines:

a. Language: For general and subject reference works priority is given to materials in English.

b. Format: When both paperback and hard bound editions are available, the hard bound edition is selected. When there is a choice, the most serviceable binding is selected. Hard copy is preferred to microform for reference books.

c. Chronological Guidelines: In general, current materials have collection priority over retrospective materials.

d. Retention and Disposition: All reference books are to be examined regularly on an individual basis for condition, usefulness and currency and either retained, discarded or replaced. Guidelines for specific titles are as follows:

(1) World Almanac
Information Please
Statistical Abstract
Statesman's Yearbook
Ten years are shelved in the reference collection. Earlier editions are placed in storage.

(2) Encyclopedias
Latest set in the reference collection, older sets circulate.

(3) Prentice Hall Tax Service
Current year is in the reference collection, the past two years circulate.

Specific Collection Criteria:

a. Ephemeral Materials
The Reference Department maintains three collections for which there is constant heavy demand. These collections are maintained with little or no expense and will continue to be collected as long as it is possible to acquire them without greatly increased expense.
(1) Telephone directories for the immediate area.
(2) Road maps and National Geographic maps; maps of historical significance are located in Special Collections.
(3) Pamphlets.

b. Encyclopedias
One set of one of the major general encyclopedias (Americana, Britannica, Collier's and World Book) is purchased annually on a rotating schedule.

c. College and University Catalogs
Catalogs from U.S. colleges and universities in the Southeast are available on microfiche. These are acquired by standing order from the manufacturer and are updated and replaced on a regular basis.

VSC LIBRARY

NUMBER 40

SUBJECT: SERIALS

DATE March 19, 1980

Purpose: To provide the library with current literature, published serially, in support of present teaching and student research. The acquisition of a serial requires a higher degree of selectivity than that of a monograph because a serial subscription represents an ongoing and costly commitment in funds and storage space. Primary interest in this collection will be to supplement the monograph collection in all teaching programs.

Selection: The major emphasis of the serials collection is on those journals which support the academic programs of the college, and general reference serials such as indexes, almanacs, yearbooks, etc. which are necessary for basic library research. In addition, a collection of general interest and popular journals is maintained for recreational reading. A limited number of titles are acquired in popular movements and portending social and cultural change. When choices must be made between journals of similar scope and content preference will be given to journals which are indexed in standard periodical indexes. Within these guidelines an attempt is made to maintain a balanced and representative collection of titles.

Current awareness publications and news services directed at keeping individual researchers and administrators abreast of developments on a daily or weekly basis will not generally be purchased. Because these services are generally very expensive, are not indexed, and do not furnish in-depth coverage of topics they are considered more appropriate for purchase from departmental budgets than library funds.

Journals in languages other than English will not generally be acquired. The exception will be reference publications and journals in support of the teaching program of the Modern Foreign Language Department.

Titles to be added in academic subject areas are recommended for purchase by the faculties of the various academic schools, divisions, and departments. Publications encompassing more than one academic department or those of general interest are recommended by the library faculty. Any student or faculty member may recommend a title for purchase from the library's general fund. However, final approval for purchase is made by the library faculty. A department may select a title in any subject area to be charged to its departmental library budget if the request is properly approved.

The cost of the subscription as well as processing and housing costs must be an important consideration in the selection of serials and must be related to expected usage or research potential of a title.

Gift subscriptions which meet these general collection guidelines are accepted by the library. However, to be incorporated into the regular processing channels gift subscriptions must be addressed to the library.

Approval and Charging: Serial titles selected by the various departments are requested on special periodical request forms (this form is different than those used for requesting monographs and other materials). The request must be approved by the person designated to approve library orders. The serial will be charged to the departmental library budget of the department requesting it for as long as it is received in the library.

Type of Subscription: All subscriptions will be placed through a subscription agency whenever possible. Airmail subscriptions will be placed only for those titles where timeliness is of such importance that the value of the title is lost by the delay in its receipt by surface mail. Subscriptions will not be entered direct to take advantage of special offers or membership plans except where savings are significant. Whenever possible, subscriptions will be entered with the agency for a three-year period on a one-third rotating basis.

Duplication: Periodicals will not be held in duplicate except for those having a high rate of loss and mutilation which need immediate replacement.

Format: Current issues are received in hardcopy. Backfiles are purchased in microform if available. Thirty-five mm positive reel microform is the preferred format. See Microforms selection policy for an ordered list of format preferences. Those titles which have a high loss rate are replaced as soon as possible by microform on standing order.

Retention/Disposition: Back issues of titles which are indexed in standard periodical indexes will be retained. These may be retained as bound volumes, in microformat, or as unbound issues stored in closed stack areas of the library. The decisions for storage is based on the level of use and the mutilation rate of unbound issues and bound volumes. Titles which are not indexed in standard indexes may also be retained according to above guidelines.

Foreign language periodicals are retained for the current year and two previous years. Issues withdrawn from the library's holdings are given to the MFL Department for use in their teaching program. Various other periodical and newspaper titles are given to individuals or departments upon withdrawal. A list of these titles is available in the circulation and serials section of the library.

The library retains only the current issues of some free and ephemeral periodicals. Only the current edition of many annual and irregular serial publications are retained. Certain serial publications in the reference collection have specific retention/disposition policies which are outlined in the selection policy for Reference which appears elsewhere in this document.

In order to maintain a viable periodical collection; and to obtain maximum use of available storage facilities and the binding budget, the following general weeding policies relate to the periodical portion of the serials collection.

a. Any title of which the library has less then one complete volume, and to which the library is not currently subscribing will not be retained in the collection. This includes titles for which we received only part of a volume before the title change.

b. Titles which are NOT indexed, and to which the library is NOT currently subscribing will not be retained in the collection unless the library's holdings include at least 5 complete volumes. An exception may be a major portion of a journal which published fewer than 5 volumes before cessation.

c. Unbound titles which are indexed, but to which the library is NOT currently subscribing will not be retained in the collection unless the library's holdings include at least 3 complete volumes.

d. Any material which has been included in a subsequent cumulation held by VSC may be discarded.

e. Unbound duplicates of issues which are held in microform or bound form will not be retained.

f. No title which is indexed in a standard index will be discarded unless replaced in another format except as specified in a - c above.

g. No material is to be discarded without approval of the chief reference librarian.

h. Any publications of state or local historical value may be excepted from above policies at the discretion of the chief reference librarian or the Director.

Location: The most recent subscriptions for current periodicals (other than newspapers and serials cataloged) are located in the current periodicals section of the library. A few titles are housed in the IMC library. Backfiles are maintained in the periodicals storeroom until they are bound or until microform is available. A location guide is available for all serials in the serials section and periodical location lists are maintained at the circulation desk.

Bibliographic Control: Periodical holdings will be recorded in serials check-in files, the card catalog, and the VSC Periodicals Holdings List which should be regularly updated. The "Master" copy of the holdings list will reflect changes in holdings between new editions of the list.

VSC LIBRARY

NUMBER 41

DATE March 18, 1980

SUBJECT: VSC COLLECTION/ARCHIVES

Purpose: To support Valdosta State College historical studies and research by collecting, preserving, and servicing historical materials relating to the development of VSC, and to the development of the surrounding area in South Georgia and North Florida. The VSC Collection is the official archives of the college and as such will collect as exhaustively as possible all college and student publications as well as those written by VSC faculty and graduates.

General Collection Guidelines:

a. Languages: English is the primary language of the collection.

b. Chronological Guidelines: No limitations.

c. Geographical Guidelines: The material in this collection will be limited to material treating VSC as a subject and material written or produced by VSC students, faculty or graduates. The collection also includes material written by or related to the geographical area surrounding VSC.

d. Treatment of Subject: Few materials will be excluded on the basis of treatment of subject.

e. Types of Material: No limitation so long as the material relates to the broad spectrum of VSC, the surrounding area, or development of either. Local archival material includes manuscripts, memorabilia, documents, tapes, films, and collections of personal, family, or corporate papers relating to the development of surrounding areas. Books relating to the surrounding area are included in this document as part of the Georgia Collection.

f. Date of Publication: No limitations.

g. Other General Considerations: Two copies of all faculty publications are purchased when available. One copy is added to the Special Collections and the second copy becomes a part of the circulating collection. The Archives portion of this collection is developed largely by means of memorial gifts or papers and other material. Generally, no effort will be made to purchase material for these collections other than faculty publications. Two copies of all theses produced by VSC students in masters or sixth year degree programs are deposited in the library. One copy becomes a part of the Special Collections and one copy becomes a part of the Archives.

In collecting materials for the VSC Collection the library also acquires one copy of all student publications and six copies of all official, institutional, and departmental publications to be sent to the University of Georgia Library. The copy of student publications and two copies of the official publications are added to the University System depository collection at the U. of Ga. The remaining four copies are forwarded to the Georgia State Library and the Library of Congress.

VSC LIBRARY

NUMBER 42

DATE March 18, 1980

SUBJECT: WEEDING

Purpose: To maintain an active and useful collection by discarding unused, obsolete, or damaged materials.

In addition to this policy, statements on weeding may be found in the selection policies for newspapers, serials, government documents, and the reference collection.

Weeding criteria for specific subject areas will be developed by library liaisons in consultation with faculty members about materials to discard.

General Weeding Guidelines:

A. Materials to be Stored:

Instead of being permanently discarded, selected reference material is to be stored for potential later use after it is weeded from the active collection. Guidelines for the disposition of this material may be found in the selection policy of the reference collection.

B. Materials to be Discarded:

1. Directories and similar annual publications with no historical value.
2. Worn-out or damaged material. This may be replaced if needed, and available.
3. Outdated textbooks.
4. Superfluous duplicates.
5. Other obsolete or outdated material which has no historical value.
6. Material which contains errors when notified by author or publisher.

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